

City of Plainwell



Brad Keeler, Mayor
Lori Steele, Mayor Pro-Tem
Todd Overhuel, Council Member
Roger Keeney, Council Member
Randy Wisnaski, Council Member

Department of Administration Services
211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821 Fax: 269-685-7282
Web Page Address: www.plainwell.org

"The Island City"

AGENDA

Plainwell City Council

Monday, November 25, 2024 - 7:00PM

Plainwell City Hall Council Chambers

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Current City Council:
 - A. Roll Call
 - B. Approval of Minutes – 11/11/2024 Regular Meeting
 - C. Report from Allegan County Board of Canvassers
 - D. Public Comment
 - E. Comments from Councilmembers
 - F. Adjournment *Sine Die* of retiring City Council
5. New City Council:
 - A. Oaths of Office / Seating of Councilmembers
 - B. Roll Call of New Council
 - C. Election of Mayor / Oath of Office
 - D. Election of Mayor Pro Tempore / Oath of Office
 - E. Public Comments
 - F. Comments from New City Council
 - G. Reconvene New City Council
6. Presentation: Department of Public Safety – *Meritorious Service Award*
7. County Commissioner Report
8. Agenda Approval
9. Mayor's Report
10. Recommendations and Reports:
 - A. Annual Financial Statement Audit Presentation
Council will consider accepting and placing on file the audited financial statements for the City of Plainwell as of and for the year ended June 30, 2024. Siegfried Crandall, PC will present the final audited statements.
 - B. Water Renewal – Approval for replacement of West Tech Grit Mitt
Council will consider approving W. Soule to remove and replace the existing grit removal equipment in the grit building for \$12,822.00.

Agenda Subject to Change

Note: All public comment limited to two minutes, when recognized please rise and give your name and address.
Plainwell is an equal opportunity provider and employer

C. City of Plainwell – 2024-2030 Capital Improvement Plan (CIP) review

Council will consider approving the 2024-2030 Capital Improvement Plan as presented.

D. City of Plainwell – Purchase of a Kayak Launch for use at Darrow Park

Council will consider approving the purchase of a Wave Armor Floating Dock and Kayak Launch System from BoatLifeandDock.com for a total cost of \$6,148.80.

E. City of Plainwell – USA Earthworks LLC Pay Application #7 – Old Orchard Project

Council will consider approving Pay Application #7 for USA Earthworks LLC in the amount of \$888,345.58 for work done on the Old Orchard Project.

- 11. Communications:** The October Department of Public Safety and Water renewal monthly 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.

12. Accounts Payable - \$105,124.46

13. Public Comments

14. Staff Comments

15. Council Comments

16. Adjournment

MINUTES
Plainwell City Council
November 11, 2024

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Ken Fritz 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 10/28/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. Harvest Stroll Contest - Winners: People's Choice Award – Jaqua Realtors
Best In Show Award – A Bushel & a Peck
8. Agenda approval:
A motion by Steele, seconded by Overhuel, to approve the Agenda for the November 11, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. City Manager Lakamper discussed Resolution 2024-22 to update the 2024-2025 Fines and Fees schedule to include a Hydrant Access Fee. Superintendent Nieuwenhuis discussed the fee being based on the replacement cost of a hydrant, the meter and back-flow preventer, and the ball value, and would be used to replace only as needed.
A motion by Keeney, seconded by Wisnaski, adopting Resolution 2024-22 as presented. On a roll call vote, all voted in favor. Motion passed.
 - B. Assistant Superintendent Keyzer discussed the sale of two used lawn mowers at auction that both need repair and are used mostly for parts.
A motion by Keeney, seconded by Wisnaski, approving City staff to market and sell two used lawn mowers that need repair. On a roll call vote, all voted in favor. Motion passed.
11. Communications:
A motion by Steele, seconded by Overhuel, to accept and place on file the October 2024 Investment and Fund Balance Reports, the 9/10/2024 DDA/BRA/TIFA meeting minutes and the 9/12/2024 Parks & Trees meeting minutes. On a voice vote, all voted in favor. Motion passed.
12. Accounts Payable:
A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$181,502.38 for payment of the same. On a roll call vote, all voted in favor. Motion passed.
13. Public Comments: None.
14. Staff Comments:

Superintendent Nieuwenhuis stated that the new packer truck has streamlined the leaf collection process from 200 man hours per week down to around 80.

Community Development Manager Siegel stated that the Brooks Plaza sign had been delivered. She reported the Ladies' Night function this past Friday was a huge success. She noted that the Indoor Farmers Market was off to a great start. She

MINUTES
Plainwell City Council
November 11, 2024

also noted that the Michigan Economic Development Commission (MEDC) staff would be in Plainwell Friday the 15th touring various sites.

Assistant Superintendent Keyser noted ongoing maintenance work.

Superintendent Pond reported an annual removal of 500,000 gallons of bio-solids from the plant facility.

Director Callahan noted continued work on accreditation for the department.

Finance Director/Treasurer Kelley thanked Clerk Leonard and her staff for successfully processing 2,000 total ballots for the November 5 election. He thanked all the Veterans for their service, and noted continued work on the work transition.

City Manager Lakamper asked Council if anyone was interested in a Thursday the 14th visit to Grand Rapids to tour developments undertaken by a group that is interested in developing a portion of the Mill Site. He also asked Council if they would be interested in asking questions of a Finance Director candidate. He thanked Denise Siegel for a great Ladies' Night event. He noted the near completion of the Capital Improvement Plan which will soon be presented to Planning and then the Council. He reminded Council of the upcoming staff Christmas Party and asked for their RSVPs. Lastly, he noted a possible upcoming amendment to the purchase agreement with Plainwell Auto regarding a relocation of the land to be purchased.

15. Council Comments:

Councilmember Keeney and Mayor Pro-Tem Steele thanked all the Veterans.

16. Adjournment:

A motion by Steele, seconded by Keeney to adjourn the meeting at 7:24pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL
November 25, 2024

JoAnn Leonard, City Clerk

November 5, 2024 General Election

City of Plainwell

Statement of Votes

Office	Candidate	P-1	Total
City Council Elect 2	Todd Overhuel	578	578
	Lori K. Steele	792	792
	Cathy Green	743	743
	Todd Smits	416	416

Certificate of Determination

State of Michigan)

)

County of Allegan)

We the undersigned Board of Canvassers for the County of Allegan, from an examination of the Election returns received by said Board of Canvassers from the **City of Plainwell**, determine that at the **General Election** held on the **5th Day of November, 2024**, the following candidates have received a sufficient number of votes and are elected to the office as stated:

City Council
Term expiring 2028

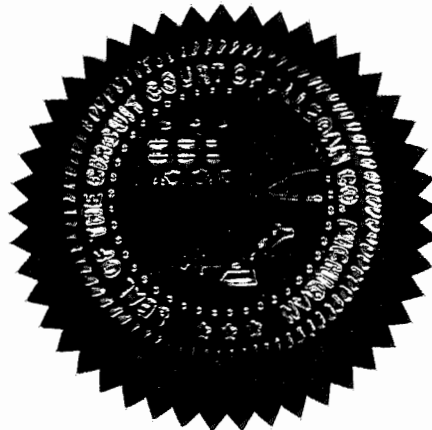
Lori K. Steele
Cathy Green

In Witness Whereof, we have hereunto set our hands and affixed the Seal of the County of Allegan this 18 day of November, 2024.

Allegan County Board of Canvassers:

Allegan County Clerk

Chairman of the Board of Canvassers





"The Island City"

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

TO: City Council / Justin Lakamper, City Manager
FROM: Brian Kelley, Finance Director / City Treasurer
DATE: November 21, 2024
SUBJECT: Audited Financial Statements as of and for the year ended June 30, 2024

SUGGESTED MOTION: I motion to accept and place on file the audited financial statements for the City of Plainwell as of and for the year ended June 30, 2024.

BACKGROUND INFORMATION: Section 7.10 of the Plainwell City Charter requires an annual audit of all city accounts by qualified accountants experienced in municipal accounting. The firm Siegfried Crandall, PC has provided auditing services for many years and has completed its work for the most recent fiscal year.

ANALYSIS: The audit fieldwork was performed the week of October 7, 2024. The auditors were provided over 220 workpapers prepared by staff as well as a draft copy of the financial statements for audit. The fieldwork was done in accordance with professional standards and with full cooperation of staff and city administration. The auditors will present the final audited financial statements with an unmodified opinion, with means the financial statements are presented fairly, in all material respects. This is the best type of opinion the financial statements can receive.

BUDGET IMPACT: There is no impact to the budget at this time.

City of Plainwell
Allegan County, Michigan

FINANCIAL STATEMENTS

Year ended June 30, 2024

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INDEPENDENT AUDITOR'S REPORT

City Council
City of Plainwell, Michigan

Opinions

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Plainwell, Michigan (the City), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, as listed in the contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required supplementary information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and OPEB schedules, as listed in the contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The combining nonmajor governmental funds financial statements, the component unit fund financial statements and budgetary comparison schedules, and the schedules of bond retirement and annual interest requirements are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Siegfried Crandall P.C.

November 15, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of the City of Plainwell's (the City) financial performance provides a narrative overview of the City's financial activities for the fiscal year ended June 30, 2024. Please read it in conjunction with the City's financial statements.

FINANCIAL HIGHLIGHTS

- The City's total net position increased by \$2,425,964 as a result of this year's activities. The net position of the governmental activities increased by \$1,087,767 and the net position of the business-type activities increased by \$1,338,197.
- Of the \$16,338,871 total net position reported, \$4,073,552 (25 percent) is unrestricted, or available to be used at the Council's discretion, without constraints established by debt covenants, enabling legislation, or other legal requirements.
- The General Fund's unassigned fund balance at the end of the fiscal year was \$1,217,774, which represents 45 percent of the actual total General Fund expenditures for the current fiscal year.

Overview of the financial statements

The City's annual report is comprised of four parts: management's discussion and analysis, the basic financial statements, required supplementary information, and an optional section that presents additional information. The basic financial statements include two kinds of statements that present different views of the City:

- The first two statements are government-wide financial statements that provide both long-term and short-term information about the City's overall financial status.
- The remaining statements are fund financial statements that focus on individual parts of the City government, reporting the City's operations in more detail than the government-wide financial statements.
 - Governmental fund statements explain how government services, like general government and public safety were financed in the short-term, as well as what remains for future spending.
 - Proprietary funds statements offer short-term and long-term financial information about the activities the government operates like a business, such as the sewer and water systems.
 - Fiduciary funds statements provide information about the financial relationships in which the City acts solely as a custodian for the benefit of others to whom the resources in question belong.

The financial statements also include notes that explain some of the information in the financial statements and provide more detailed data. The financial statements are followed by sections of required supplementary information and other supplementary information that further explain and support the information in the financial statements.

A comparative analysis of the basic financial statements for 2024 and 2023 is also presented.

Government-wide financial statements

The government-wide financial statements report information about the City as a whole using accounting methods similar to those used by private-sector companies. The Statement of Net Position includes all of the City's assets, deferred outflows of resources, liabilities, and deferred inflows of resources. All of the current year's revenues and expenses are accounted for in the Statement of Activities, regardless of when cash is received or paid.

The two government-wide statements report the City's net position and how it has changed. Net position (the difference between the City's assets and deferred outflows of resources, and liabilities and deferred inflows of resources) is one way to measure the City's financial health, or position.

- Over time, increases or decreases in the City's net position are an indicator of whether its financial health is improving or deteriorating, respectively.
- To assess the overall financial health of the City, you need to consider additional nonfinancial factors, such as changes in the City's property tax base and the condition of the City's capital assets.

The government-wide financial statements are divided into three categories:

- *Governmental activities* - Most of the City's basic services are included here, such as public safety services and general government. Property taxes and state grants finance most of these activities.
- *Business-type activities* - The City charges fees to customers to help it cover the costs of certain services it provides. The City's sewer and water systems and airport operations are reported here.
- *Component units* - The City includes other entities in its report - the Plainwell Tax Increment Finance Authority, the Plainwell Brownfield Redevelopment Authority, and the Plainwell Downtown Development Authority. Although legally separate, these "component units" are important because the City is financially accountable for them.

Fund financial statements

The fund financial statements provide more detailed information about the City's most significant funds - not the City as a whole. Funds are accounting devices that the City uses to keep track of specific sources of funding and spending for particular purposes.

- Some funds are required by state law and bond agreements.
- The City Council establishes other funds to control and manage money for particular purposes (like the Fire Reserve and Capital Improvement funds) or to show that it is properly using certain taxes and other revenues (like property taxes collected for solid waste and motor fuel taxes collected for the street funds).

The City has three types of funds:

- *Governmental funds.* Most of the City's basic services are included in its governmental funds, which focus on (1) how cash, and other financial assets that can be readily converted to cash, flows in and out, and (2) the balances left at year end that are available for spending. Consequently, the governmental funds statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information that explains the relationship between them.
- *Proprietary funds.* Services for which the City charges customers a fee are generally reported in proprietary funds. Proprietary funds statements, like the government-wide statements, provide both long-term and short-term financial information.
 - The City's enterprise funds (one type of proprietary fund) are the same as its business-type activities but provide more detail and additional information, such as cash flows.
 - The City uses an internal service fund (the other type of proprietary fund) to report activities that provide services for the City's other programs and activities. The City's internal service fund is its Equipment Fund that manages the City's fleet of vehicles and equipment.
- *Fiduciary funds.* These funds are used to account for the collection and disbursement of resources, primarily taxes, for the benefit of parties outside the City. The City is responsible for ensuring that the assets reported in the fiduciary funds are used for their intended purposes. The City's fiduciary balances and activities are reported in the Statement of Fiduciary Net Position and Statement of Changes in Fiduciary Net Position. We exclude these activities from the City's government-wide financial statements because the City cannot use these assets to finance its operations.

FINANCIAL ANALYSIS OF THE CITY AS A WHOLE

Net position

Total net position at the end of the fiscal year was \$16,338,871 compared to \$13,912,907 at the end of the prior year. Of this total, \$11,396,913 represents a net investment in capital assets and \$868,406 is restricted for various purposes. Consequently, unrestricted net position was \$4,073,552, or 25 percent of the total.

Condensed financial information
Net position

	<i>Governmental activities</i>		<i>Business-type activities</i>		<i>Totals</i>	
	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
Current and other assets	\$ 2,515,180	\$ 2,484,833	\$ 4,647,947	\$ 1,363,189	\$ 7,163,127	\$ 3,848,022
Capital assets	<u>7,156,906</u>	<u>7,061,484</u>	<u>10,078,122</u>	<u>8,874,357</u>	<u>17,235,028</u>	<u>15,935,841</u>
Total assets	<u>9,672,086</u>	<u>9,546,317</u>	<u>14,726,069</u>	<u>10,237,546</u>	<u>24,398,155</u>	<u>19,783,863</u>
Deferred outflows of resources	<u>206,848</u>	<u>289,493</u>	<u>48,482</u>	<u>57,213</u>	<u>255,330</u>	<u>346,706</u>
Current and other liabilities	<u>1,309,852</u>	<u>2,240,526</u>	<u>862,595</u>	<u>431,184</u>	<u>2,172,447</u>	<u>2,671,710</u>
Long-term debt	<u>1,489,866</u>	<u>1,542,525</u>	<u>4,348,249</u>	<u>1,635,000</u>	<u>5,838,115</u>	<u>3,177,525</u>
Total liabilities	<u>2,799,718</u>	<u>3,783,051</u>	<u>5,210,844</u>	<u>2,066,184</u>	<u>8,010,562</u>	<u>5,849,235</u>
Deferred inflows of resources	<u>246,320</u>	<u>307,630</u>	<u>57,732</u>	<u>60,797</u>	<u>304,052</u>	<u>368,427</u>
Net position:						
Net investment in capital assets	<u>5,667,040</u>	<u>5,518,959</u>	<u>5,729,873</u>	<u>7,239,357</u>	<u>11,396,913</u>	<u>12,758,316</u>
Restricted	<u>868,406</u>	<u>637,250</u>	<u>-</u>	<u>-</u>	<u>868,406</u>	<u>637,250</u>
Unrestricted (deficit)	<u>297,450</u>	<u>(411,080)</u>	<u>3,776,102</u>	<u>928,421</u>	<u>4,073,552</u>	<u>517,341</u>
Total net position	<u>\$ 6,832,896</u>	<u>\$ 5,745,129</u>	<u>\$ 9,505,975</u>	<u>\$ 8,167,778</u>	<u>\$ 16,338,871</u>	<u>\$ 13,912,907</u>

Changes in net position

The City's total revenues were \$7,326,056. Approximately 33 percent of the City's revenue comes from utility charges, 22 percent from property taxes, and another 11 percent was from operating grants and contributions. Approximately 7 percent of the City's total revenue comes from state shared revenue. Capital grants accounted for 16 percent of total revenues in the prior year.

The total cost of the City's programs, covering a wide range of services, totaled \$4,900,092. Approximately 39 percent of the City's costs relates to the provision of utility services. Public safety and public works costs account for 29 and 5 percent of the City's total expenses, respectively.

MANAGEMENT'S DISCUSSION AND ANALYSIS (Continued)

*Condensed financial information
Changes in net position*

	<i>Governmental activities</i>		<i>Business-type activities</i>		<i>Totals</i>	
	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
Program revenues:						
Charges for services	\$ 193,413	\$ 157,988	\$ 2,409,677	\$ 2,301,531	\$ 2,603,090	\$ 2,459,519
Grants and contributions:						
Operating	770,035	1,527,827	22,910	204,356	792,945	1,732,183
Capital	-	-	1,204,753	-	1,204,753	-
General revenues:						
Property taxes	1,580,791	1,483,814	-	-	1,580,791	1,483,814
State shared revenue	516,538	503,378	-	-	516,538	503,378
Franchise fees	43,132	47,090	-	-	43,132	47,090
Unrestricted interest income	94,088	38,862	57,812	15,102	151,900	53,964
Other	422,674	17,537	10,233	-	432,907	17,537
Total revenues	<u>3,620,671</u>	<u>3,776,496</u>	<u>3,705,385</u>	<u>2,520,989</u>	<u>7,326,056</u>	<u>6,297,485</u>
Expenses:						
General government	879,462	888,301	-	-	879,462	888,301
Public safety	1,410,741	1,351,096	-	-	1,410,741	1,351,096
Public works	255,941	1,275,477	-	-	255,941	1,275,477
Community and economic development	69,172	397,743	-	-	69,172	397,743
Health and welfare	9,992	9,382	-	-	9,992	9,382
Recreation and culture	232,767	196,927	-	-	232,767	196,927
Interest on long-term debt	53,181	58,144	-	-	53,181	58,144
Sewer	-	-	1,403,547	1,306,682	1,403,547	1,306,682
Water	-	-	510,372	654,113	510,372	654,113
Airport	-	-	74,917	75,950	74,917	75,950
Total expenses	<u>2,911,256</u>	<u>4,177,070</u>	<u>1,988,836</u>	<u>2,036,745</u>	<u>4,900,092</u>	<u>6,213,815</u>
Change in net position before transfers	709,415	(400,574)	1,716,549	484,244	2,425,964	83,670
Transfers	378,352	399,157	(378,352)	(399,157)	-	-
Changes in net position	<u>\$ 1,087,767</u>	<u>\$ (1,417)</u>	<u>\$ 1,338,197</u>	<u>\$ 85,087</u>	<u>\$ 2,425,964</u>	<u>\$ 83,670</u>
Net position, end of year	<u>\$ 6,832,896</u>	<u>\$ 5,745,129</u>	<u>\$ 9,505,975</u>	<u>\$ 8,167,778</u>	<u>\$ 16,338,871</u>	<u>\$ 13,912,907</u>

Governmental activities

Governmental activities increased the City's net position by \$1,087,767 in the current year compared to a \$1,417 decrease in the prior year. While revenues decreased by \$155,825, expenses were reduced by \$1,265,814, causing the increase in net position in the current year. Revenues included a \$409,965 gain on sales of land. The decrease in expenses was due to a \$1,019,536 decrease in public works expenses, related to two separate grant-funded projects in the prior year.

The total cost of governmental activities this year was \$2,911,256. After subtracting the direct charges to those who directly benefited from the programs (\$193,413), and operating grants and contributions (\$770,035), the "public benefit" portion covered by property taxes, state revenue sharing, and other general revenues was \$1,947,808.

Business-type activities

Business-type activities increased the City's net position by \$1,338,197 in the current fiscal year compared to an increase of \$85,087 in the prior year. Net position increased in both years as rates are set to cover the full cost of operations.

FINANCIAL ANALYSIS OF THE CITY'S FUNDS**Governmental funds**

As of the end of the current fiscal year, the City's governmental funds reported combined ending fund balances of \$2,297,646, an increase of \$925,039 in comparison with the prior year. Of the total fund balances, \$868,406 is restricted for various purposes, and \$211,466 is assigned. The remaining fund balance, in the amount of \$1,217,774, is unassigned, meaning that it is available for spending at the Council's discretion.

The General Fund is the primary operating fund of the City. At the end of the fiscal year, its fund balance was \$1,330,095, an increase of \$714,820 during the fiscal year. Fund balance increased primarily due to the sale of available land.

The Major Street Fund experienced an increase in fund balance of \$6,400, as the fund's revenues exceeded expenditures and transfers out (\$100,000), in anticipation of a local street project planned for Summer 2024. The fund balance at the end of the fiscal year was \$190,388 and is restricted for future street preservation costs of the City's major streets.

Proprietary funds

The Sewer Fund experienced an increase in net position of \$387,263. The Sewer Fund typically experiences a decrease because customer charges do not cover all operating expenses, including depreciation, which amounted to \$366,883, however in the current year, one-time revenue of \$412,500 was recognized for a sewer assessment. Total net position is \$5,503,577 at year end of which \$1,979,501 is unrestricted.

The Water Fund experienced an increase in net position of \$955,835. The Water Fund experienced an increase because customer charges have been set to cover all operating expenses, including depreciation, which amounted to \$122,752 in the current year. Total net position is \$3,887,610 at year end of which \$1,762,953 is unrestricted.

General Fund budgetary highlights

The City amended both the revenue and expenditure portions of the budget to reflect anticipated changes in the nature and extent of revenues and expenditures. Total revenues were increased by \$67,000 to reflect unanticipated revenue sources which included \$22,000 in local-source contributions and \$45,000 for investment income. Total expenditures were increased by \$326,267, primarily for a grant project and unanticipated fire apparatus repairs.

Total revenues were \$58,546 less than the final budgeted amounts, primarily due to a stalled federal grant project. Total expenditures were \$428,499 less than the final appropriated amount, primarily due to project cost savings and delays. These variances, along with a \$13,870 positive variance related to net other financing sources and transfers, resulted in a 383,823 positive budget variance due to a \$714,820 increase in fund balance compared to a budgeted increase of \$330,997.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital assets

The City's investment in capital assets for its governmental and business-type activities as of June 30, 2024, amounts to \$17,235,028, net of accumulated depreciation. This investment includes a broad range of assets, including land, buildings, equipment, and sewer and water facilities.

	<i>Governmental activities</i>	<i>Business-type activities</i>	<i>Totals</i>
Land	\$ 637,052	\$ 48,196	\$ 685,248
Infrastructure	3,055,445	10,029,926	13,085,371
Buildings and improvements	2,705,535	-	2,705,535
Equipment and vehicles	758,874	-	758,874
Totals	\$ 7,156,906	\$ 10,078,122	\$ 17,235,028

Major capital asset events during the current fiscal year included the following:

- City staff replaced one Major Street
- Installed replacement water meters city-wide; began installation of new sewer infrastructure and replacement water infrastructure in one entire neighborhood.
- the Motor Pool added equipment totaling \$89,833

More detailed information about the City's capital assets is presented in Note 6 of the notes to the basic financial statements.

Debt administration

At the end of the fiscal year, the City had long-term debt outstanding in the amount of \$5,838,115, as follows:

	<i>Governmental activities</i>		<i>Business-type activities</i>		<i>Totals</i>	
	<i>2024</i>	<i>2023</i>	<i>2024</i>	<i>2023</i>	<i>2024</i>	<i>2023</i>
Capital improvement bonds	\$ 1,040,760	\$ 1,063,760	\$ -	\$ -	\$ 1,040,760	\$ 1,063,760
General obligation bonds	447,000	475,000	-	-	447,000	475,000
Note payable	2,106	3,765	-	-	2,106	3,765
Revenue bonds	-	-	4,348,249	1,635,000	4,348,249	1,635,000
Totals	\$ 1,489,866	\$ 1,542,525	\$ 4,348,249	\$ 1,635,000	\$ 5,838,115	\$ 3,177,525

The net increase in debt amounted to \$2,660,590, resulting from new debt issues totaling \$2,705,000, combined with timely payments of principal for all obligations. Other long-term obligations represent accrued compensated absences and the net OPEB liability in the amounts of \$106,252 and \$1,288,262, respectively. More detailed information about the City's long-term liabilities is presented in Note 9 of the notes to the basic financial statements.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

Property taxes continue to be the main source of revenue for the City. Over the past decade, Plainwell has grappled with a loss in revenue due to changes to Personal Property Tax (PPT) collection and declining property values. Prior to 2013, the City's personal property tax revenue historically approximated 12 percent of the City's General Fund revenue. Since 2017, much of the uncertainty regarding the elimination of business personal property tax revenue has subsided, and the City's taxable values have begun to increase. The replacement Statewide Essential Services Assessment has reduced revenues to the General Fund, requiring minor adjustments to certain services in the General Fund. Looking forward, the revenue reductions should continue to be minor. The City Administration reviews the properties to make sure values are appropriately assessed and taxed.

In regards to the City's overall property values, from 2011 to 2015 the City experienced a negative trend relative to taxable value (see table below). Additionally, the gap between Assessed Value and Taxable Value decreased every year from 2006 to 2013. This is an important fiscal indicator because if the assessed value of the City "sets" to what the taxable value is, any loss in property valuations will result in a loss of tax revenue. The larger the gap, the less susceptible we are to dramatic property fluctuations.

REAL PROPERTY VALUATION 2013-2024						
Year	2013	2014	2015	2016	2017	2018
Assessed value	\$ 72,845,900	\$ 75,050,100	\$ 79,871,200	\$ 89,124,700	\$ 92,829,700	\$ 95,227,900
Taxable value	\$ 71,113,548	\$ 71,751,138	\$ 71,774,722	\$ 73,638,624	\$ 75,248,381	\$ 77,379,288
Difference	\$ 1,732,352	\$ 3,298,962	\$ 8,096,478	\$ 15,486,076	\$ 17,581,319	\$ 17,848,612
Percent difference	2.38%	4.40%	10.14%	17.38%	18.94%	18.74%
Inflation rate multiplier	2.4%	1.6%	1.6%	0.3%	0.9%	2.1%
Year	2019	2020	2021	2022	2023	2024*
Assessed value	\$ 99,136,700	\$ 103,887,100	\$ 111,271,200	\$ 120,532,450	\$ 133,617,000	\$ 151,612,200
Taxable value	\$ 80,239,366	\$ 82,998,976	\$ 85,305,303	\$ 89,406,131	\$ 96,587,206	\$ 103,829,060
Difference	\$ 18,897,334	\$ 20,888,124	\$ 25,965,897	\$ 31,126,319	\$ 37,029,794	\$ 47,783,140
Percent difference	19.06%	20.11%	23.34%	25.82%	27.71%	31.52%
Inflation rate multiplier	2.4%	1.9%	1.4%	3.3%	5.0%	5.0%

* Original values as of May 1, 2024 - no adjustments for Board of Review entered yet

In a positive development, the City's gap between assessed and taxable value has steadily increased since 2013 from a low of 2.38 percent to a 2024 estimate of 31.52 percent. We anticipate this gap to be in excess of 34% in 2025, based on preliminary estimates.

The City continues to counter stagnant growth with cost cutting measures, when possible. The City adopted a policy that all employees pay a 20 percent match on health care premium costs. Additionally, cost-cutting measures have been instituted, including contribution caps from the City regarding retirement, privatization of some services, as well as reductions in labor costs through attrition. The City continues to evaluate labor needs as more employees become eligible for retirement.

Additionally, the City continues to closely monitor its health care insurance providers to ensure affordability. Each year, the available plans are reviewed to minimize increased costs to the city and to the employees. The City most recently changed providers in 2016 and holds as a priority to maintain quality coverage for the staff and their families.

In recent years, it has been the City Council's decision that property taxes will not be raised to deal with fluctuations in revenues or expenditures; we do not foresee a change in this position. Due to the Headlee Rollback, the City's total millage rate has been slightly reduced beginning in 2017.

Millage	2019	2020	2021	2022	2023	2024
General Fund Operating	12.5250	12.5162	12.5162	12.4421	12.2890	12.2175
Capital Improvement	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Fire Reserve	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000
Solid Waste	1.3000	1.3000	1.3000	1.3000	1.3000	1.3000
	<u>15.8250</u>	<u>15.8162</u>	<u>15.8162</u>	<u>15.7421</u>	<u>15.5890</u>	<u>15.5175</u>

The City Council instituted a yearly cost of living increase to be applied to both water and sewer utility charges. This change provided adequate funding for the operations of both utility funds. In fiscal year 2024, new water rates were implemented based on a private rate study. Also, in fiscal 2024, bonds were issued to fund upgrades to the water and sewer infrastructure. Sewer rates will be studied during the current year and may be modified in fiscal 2025 to include capital projects in the rates for future upgrades.

Part of the City's economic plan revolves on the redevelopment of two vacant properties: the former Plainwell Paper Mill and a 50-acre industrial park expansion. In 2018, the EPA and the responsible party began clean-up of contaminated soil on the Mill property, which was largely completed in 2021, leaving approximately 15 acres of developable land. The Mill Site is the largest non-industrial property in the City and is current being marketed to potential developers for both housing and commercial purposes. These additional housing units serve to both grow tax base and population.

In 2022, the City acquired 50 acres of farm land and added it to the Jim Higgs Industrial Park in order to grow industrial tax base and employment opportunities in the City. During fiscal year 2024, 25 acres were sold to industrial users for redevelopment. The remaining 25 acres are available to accommodate multiple new industrial businesses.

The City's Downtown area continues to thrive with several new businesses having opened between 2021 and 2024 with the majority of anchor businesses remaining. Overall vacancy remains low.

For budget year 2024/2025, the City continued to minimize capital projects to ensure responsible planning of projects related to a post-pandemic economy. The City continues to devote substantial time streamlining processes to increase efficiencies in workloads, thereby minimizing cost increases.

The City remains vigilant in the analysis of cost challenges including road funding, solid waste management, equipment rentals, staff turnovers and reassignments, and health care costs. The City remains proud its business community, both industrial and commercial, is thriving, with several industrial expansions being planned.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the resources it receives. Questions regarding any information provided in this report or requests for additional financial information should be addressed to:

Justin Lakamper, City Manager
211 North Main Street
Plainwell, MI 49080

Phone: (269) 685-6821

BASIC FINANCIAL STATEMENTS

STATEMENT OF NET POSITION

June 30, 2024

	Primary government			Component units		
	Governmental activities	Business-type activities	Totals	Tax Increment Finance Authority	Brownfield Redevelopment Authority	Downtown Development Authority
ASSETS						
Current assets:						
Cash	\$ 910,849	\$ 2,292,799	\$ 3,203,648	\$ 103,923	\$ 40,631	\$ 146,284
Investments	1,411,470	1,703,689	3,115,159	99,056	-	7,728
Receivables	208,711	209,439	418,150	-	90,000	-
Inventory	-	4,727	4,727	-	-	-
Internal balances	(24,793)	24,793	-	-	-	-
Total current assets	2,506,237	4,235,447	6,741,684	202,979	130,631	154,012
Noncurrent assets:						
Receivables	8,943	412,500	421,443	-	-	-
Assets held for resale - redevelopment property	-	-	-	-	857,338	-
Capital assets not being depreciated	637,052	48,196	685,248	-	-	-
Capital assets, net of depreciation	6,519,854	10,029,926	16,549,780	-	-	-
Total noncurrent assets	7,165,849	10,490,622	17,656,471	-	857,338	-
Total assets	9,672,086	14,726,069	24,398,155	202,979	987,969	154,012
DEFERRED OUTFLOWS OF RESOURCES - OPEB	206,848	48,482	255,330	-	-	-
LIABILITIES						
Current liabilities:						
Payables	184,119	588,983	773,102	2,467	127,594	1,402
Unearned revenue	4,831	-	4,831	-	-	842
Bonds and notes payable - current portion	53,692	225,000	278,692	-	-	-
Total current liabilities	242,642	813,983	1,056,625	2,467	127,594	2,244
Noncurrent liabilities:						
Compensated absences	77,252	29,000	106,252	1,400	1,500	700
Net other postemployment benefits liability	1,043,650	244,612	1,288,262	-	-	-
Bonds and notes payable - due in more than one year	1,436,174	4,123,249	5,559,423	-	690,000	-
Total noncurrent liabilities	2,557,076	4,396,861	6,953,937	1,400	691,500	700
Total liabilities	2,799,718	5,210,844	8,010,562	3,867	819,094	2,944
DEFERRED INFLOWS OF RESOURCES - OPEB	246,320	57,732	304,052	-	-	-
NET POSITION						
Net investment in capital assets	5,667,040	5,729,873	11,396,913	-	857,338	-
Restricted for:						
Public safety	7,244	-	7,244	-	-	-
Public works	781,050	-	781,050	-	-	-
Community and economic development	64,056	-	64,056	-	-	-
Recreation and culture	16,056	-	16,056	-	-	-
Unrestricted (deficit)	297,450	3,776,102	4,073,552	199,112	(688,463)	151,068
Total net position	\$ 6,832,896	\$ 9,505,975	\$ 16,338,871	\$ 199,112	\$ 168,875	\$ 151,068

See notes to financial statements

STATEMENT OF ACTIVITIES

Year ended June 30, 2024

Functions/Programs	Program revenues				Net (expenses) revenues and changes in net position					
	Expenses	Charges for services	Operating grants and contributions	Capital grants and contributions	Primary government			Component units		
					Governmental activities	Business-type activities	Totals	Tax Increment Finance Authority	Brownfield Redevelopment Authority	Downtown Development Authority
Primary government										
Governmental activities:										
General government	\$ 879,462	\$ 68,375	\$ 17,774	\$ -	\$ (793,313)		\$ (793,313)			
Public safety	1,410,741	32,359	21,203	-	(1,357,179)		(1,357,179)			
Public works	255,941	92,679	696,870	-	533,608		533,608			
Community and economic development	69,172	-	-	-	(69,172)		(69,172)			
Health and welfare	9,992	-	-	-	(9,992)		(9,992)			
Recreation and culture	232,767	-	34,188	-	(198,579)		(198,579)			
Interest on long-term debt	53,181	-	-	-	(53,181)		(53,181)			
Total governmental activities	2,911,256	193,413	770,035	-	(1,947,808)		(1,947,808)			
Business-type activities:										
Sewer	1,403,547	1,595,055	-	412,500		\$ 604,008	604,008			
Water	510,372	738,738	22,910	792,253		1,043,529	1,043,529			
Airport	74,917	75,884	-	-		967	967			
Total business-type activities	1,988,836	2,409,677	22,910	1,204,753		1,648,504	1,648,504			
Total primary government	\$ 4,900,092	\$ 2,603,090	\$ 792,945	\$ 1,204,753	(1,947,808)	1,648,504	(299,304)			
Component units										
Tax Increment Finance Authority	\$ 67,352	\$ -	\$ -	\$ -			\$ (67,352)	\$ -	\$ -	
Brownfield Redevelopment Authority	309,353	-	113,000	-			-	(196,353)	-	
Downtown Development Authority	41,222	-	-	-			-	-	(41,222)	
Total component units	\$ 417,927	\$ -	\$ 113,000	\$ -			(67,352)	(196,353)	(41,222)	
General revenues:										
Property taxes					1,580,791	-	1,580,791	16,379	36,644	72,645
State shared revenue					516,538	-	516,538	-	-	-
Local community stabilization revenue					-	-	-	95,454	-	7,447
Cable television franchise fees					43,132	-	43,132	-	-	-
Unrestricted interest income					94,088	57,812	151,900	8,450	3,910	4,786
Miscellaneous					12,459	-	12,459	-	-	7,957
Insurance recoveries					250	-	250	-	-	-
Gain on sales of capital assets					409,965	10,233	420,198	-	-	-
Transfers					378,352	(378,352)	-	-	-	-
Total general revenues, insurance recoveries, gain on sales of capital assets and transfers					3,035,575	(310,307)	2,725,268	120,283	40,554	92,835
Changes in net position					1,087,767	1,338,197	2,425,964	52,931	(155,799)	51,613
Net position - beginning					5,745,129	8,167,778	13,912,907	146,181	324,674	99,455
Net position - ending					\$ 6,832,896	\$ 9,505,975	\$ 16,338,871	\$ 199,112	\$ 168,875	\$ 151,068

See notes to financial statements

BALANCE SHEET - governmental funds

June 30, 2024

		<u>Special revenue funds</u>			<u>Total</u>
	<u>General</u>	<u>Major Streets</u>	<u>ARPA Stimulus</u>	<u>Nonmajor funds</u>	<u>governmental funds</u>
ASSETS					
Cash	\$ 379,737	\$ 154,053	\$ -	\$ 328,267	\$ 862,057
Investments	938,610	6,678	-	466,182	1,411,470
Receivables	118,826	63,494	-	35,334	217,654
Total assets	<u>\$ 1,437,173</u>	<u>\$ 224,225</u>	<u>\$ -</u>	<u>\$ 829,783</u>	<u>\$ 2,491,181</u>
LIABILITIES AND FUND BALANCES					
Liabilities:					
Payables	\$ 102,247	\$ 28,451	\$ -	\$ 33,213	\$ 163,911
Due to other funds	-	5,386	-	19,407	24,793
Unearned revenue	4,831	-	-	-	4,831
Total liabilities	<u>107,078</u>	<u>33,837</u>	<u>-</u>	<u>52,620</u>	<u>193,535</u>
Fund balances:					
Restricted for:					
Public safety - drug forfeitures	7,244	-	-	-	7,244
Public works - street improvements and maintenance	-	190,388	-	590,662	781,050
Community and economic development - revolving loans	-	-	-	64,056	64,056
Recreation and culture - pickleball courts	16,056	-	-	-	16,056
Assigned for:					
Employee benefits	89,021	-	-	-	89,021
Capital acquisitions	-	-	-	122,445	122,445
Unassigned	1,217,774	-	-	-	1,217,774
Total fund balances	<u>1,330,095</u>	<u>190,388</u>	<u>-</u>	<u>777,163</u>	<u>2,297,646</u>
Total liabilities and fund balances	<u>\$ 1,437,173</u>	<u>\$ 224,225</u>	<u>\$ -</u>	<u>\$ 829,783</u>	<u>\$ 2,491,181</u>

Reconciliation of the balance sheet to the statement of net position:

Total fund balance - total governmental funds \$ 2,297,646

Amounts reported for *governmental activities* in the statement of net position (page 15) are different because:

Capital assets used in *governmental activities* are not financial resources and, therefore, are not reported in the funds. 6,701,125

Deferred outflows of resources, related to the OPEB plan, relate to future years, and are not reported in the funds. 206,848

Noncurrent liabilities are not due and payable in the current period and, therefore, are not reported in the funds:

Interest payable	(17,339)
Compensated absences	(75,052)
Other postemployment benefit obligation, net	(1,043,650)

Long-term debt, including bonds and notes payable, are not due and payable in the current period and, therefore, are not reported in the funds. (1,489,866)

Deferred inflows of resources, related to the OPEB plan, relate to future years, and are not reported in the funds. (246,320)

The assets and liabilities of the internal service fund are included in the *governmental activities* in the statement of net position.

499,504

Net position of *governmental activities* \$ 6,832,896

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND

BALANCES - governmental funds

Year ended June 30, 2024

	<i>General</i>	<i>Major Streets</i>	<i>Nonmajor funds</i>	<i>Total governmental funds</i>
REVENUES				
Property taxes	\$ 1,312,032	\$ -	\$ 333,370	\$ 1,645,402
Special assessments	-	-	92,679	92,679
Licenses and permits	63,497	-	-	63,497
Federal grants	47,544	-	-	47,544
State grants	539,884	399,463	153,137	1,092,484
Intergovernmental	-	10,355	86,466	96,821
Charges for services	7,340	-	-	7,340
Fines and forfeitures	8,418	-	-	8,418
Interest and rentals	57,093	6,596	33,549	97,238
Other	53,125	4,547	912	58,584
Total revenues	2,088,933	420,961	700,113	3,210,007
EXPENDITURES				
Current:				
General government	765,377	-	216	765,593
Public safety	1,417,656	-	-	1,417,656
Public works	158,821	314,561	448,360	921,742
Community and economic development	69,166	-	-	69,166
Health and welfare	9,992	-	-	9,992
Recreation and culture	238,382	-	-	238,382
Debt service:				
Principal	29,659	-	23,000	52,659
Interest	13,724	-	39,816	53,540
Total expenditures	2,702,777	314,561	580,512	3,597,850
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(613,844)	106,400	119,601	(387,843)
OTHER FINANCING SOURCES (USES)				
Insurance recoveries	250	-	-	250
Proceeds from sales of capital assets	898,620	-	10,000	908,620
Transfers in	444,794	-	115,000	559,794
Transfers out	(15,000)	(100,000)	(40,782)	(155,782)
Net other financing sources (uses)	1,328,664	(100,000)	84,218	1,312,882
NET CHANGES IN FUND BALANCES	714,820	6,400	203,819	925,039
FUND BALANCES - BEGINNING	615,275	183,988	573,344	1,372,607
FUND BALANCES - ENDING	\$ 1,330,095	\$ 190,388	\$ 777,163	\$ 2,297,646

See notes to financial statements

**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND
BALANCES - governmental funds (Continued)**

Year ended June 30, 2024

Reconciliation of the statement of revenues, expenditures, and
changes in fund balances to the statement of activities:

Net change in fund balance - total governmental funds (page 18) \$ 925,039

Amounts reported for *governmental activities* in the statement of
activities (page 16) are different because:

Capital assets:

Assets acquired	903,689
Assets sold	(510,323)
Provision for depreciation	(294,793)

Long-term debt:

Retirements	52,659
-------------	--------

Changes in other assets/liabilities:

Net decrease in interest payable	359
Net increase in compensated absences	(5,159)
Net decrease in other postemployment benefit obligation, net	29,632

Changes in deferred outflows of resources and deferred inflows of resources related to OPEB obligation:

Net decrease in deferred outflows of resources	(82,645)
Net decrease in deferred inflows of resources	61,310

The net expenses of the internal service fund are reported with *governmental activities*. 7,999

Change in net position of *governmental activities* \$ 1,087,767

STATEMENT OF NET POSITION - proprietary funds

June 30, 2024

	Business-type activities				Governmental activities
	Enterprise funds				Internal service
	Sewer	Water	Nonmajor	Totals	
ASSETS					
Current assets:					
Cash	\$1,132,065	\$ 1,128,896	\$ 31,838	\$2,292,799	\$ 48,792
Investments	884,095	819,594	-	1,703,689	-
Receivables	137,515	71,354	570	209,439	-
Inventory	-	-	4,727	4,727	-
Total current assets	<u>2,153,675</u>	<u>2,019,844</u>	<u>37,135</u>	<u>4,210,654</u>	<u>48,792</u>
Noncurrent assets:					
Receivables - special assessments	412,500	-	-	412,500	-
Advances to other funds	19,407	5,386	-	24,793	-
Capital assets not being depreciated - land	400	17,346	30,450	48,196	-
Capital assets, net of depreciation	<u>6,273,449</u>	<u>3,705,787</u>	<u>50,690</u>	<u>10,029,926</u>	<u>455,781</u>
Total noncurrent assets	<u>6,705,756</u>	<u>3,728,519</u>	<u>81,140</u>	<u>10,515,415</u>	<u>455,781</u>
Total assets	<u>8,859,431</u>	<u>5,748,363</u>	<u>118,275</u>	<u>14,726,069</u>	<u>504,573</u>
DEFERRED OUTFLOWS OF RESOURCES					
Deferred OPEB amounts	<u>28,674</u>	<u>19,808</u>	<u>-</u>	<u>48,482</u>	<u>-</u>
LIABILITIES					
Current liabilities:					
Payables	430,837	154,859	3,287	588,983	2,869
Bonds payable - current portion	<u>175,000</u>	<u>50,000</u>	<u>-</u>	<u>225,000</u>	<u>-</u>
Total current liabilities	<u>605,837</u>	<u>204,859</u>	<u>3,287</u>	<u>813,983</u>	<u>2,869</u>
Noncurrent liabilities:					
Compensated absences	25,100	3,700	200	29,000	2,200
Net other postemployment benefits liability	144,673	99,939	-	244,612	-
Bonds payable - due in more than one year	<u>2,574,773</u>	<u>1,548,476</u>	<u>-</u>	<u>4,123,249</u>	<u>-</u>
Total noncurrent liabilities	<u>2,744,546</u>	<u>1,652,115</u>	<u>200</u>	<u>4,396,861</u>	<u>2,200</u>
Total liabilities	<u>3,350,383</u>	<u>1,856,974</u>	<u>3,487</u>	<u>5,210,844</u>	<u>5,069</u>
DEFERRED INFLOWS OF RESOURCES					
Deferred OPEB amounts	<u>34,145</u>	<u>23,587</u>	<u>-</u>	<u>57,732</u>	<u>-</u>
NET POSITION					
Net investment in capital assets	3,524,076	2,124,657	81,140	5,729,873	455,781
Unrestricted	<u>1,979,501</u>	<u>1,762,953</u>	<u>33,648</u>	<u>3,776,102</u>	<u>43,723</u>
Total net position	<u>\$5,503,577</u>	<u>\$ 3,887,610</u>	<u>\$ 114,788</u>	<u>\$9,505,975</u>	<u>\$ 499,504</u>

See notes to financial statements

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION - *proprietary funds*

Year ended June 30, 2024

	<i>Business-type activities</i>				<i>Governmental activities</i>
	<i>Enterprise funds</i>				<i>Internal service</i>
	<i>Sewer</i>	<i>Water</i>	<i>Nonmajor</i>	<i>Totals</i>	
OPERATING REVENUES					
Charges for services	\$ 1,543,647	\$ 720,540	\$ 72,262	\$2,336,449	\$ 309,909
Other	51,408	18,198	3,622	73,228	4,093
Total operating revenues	1,595,055	738,738	75,884	2,409,677	314,002
OPERATING EXPENSES					
Administration	164,062	50,288	70,738	285,088	-
Treatment	658,084	165,570	-	823,654	-
Collection	122,190	102,479	-	224,669	-
Costs of interfund services	-	-	-	-	199,476
Depreciation	366,883	122,752	4,179	493,814	92,984
Total operating expenses	1,311,219	441,089	74,917	1,827,225	292,460
OPERATING INCOME	283,836	297,649	967	582,452	21,542
NONOPERATING REVENUE (EXPENSES)					
Gain (loss) on sales of capital assets	(1)	10,233	-	10,232	11,668
State grant	-	22,910	-	22,910	-
Interest revenue	37,824	19,844	144	57,812	449
Interest expense	(92,327)	(69,283)	-	(161,610)	-
Net nonoperating revenue (expenses)	(54,504)	(16,296)	144	(70,656)	12,117
INCOME BEFORE CONTRIBUTIONS AND TRANSFERS	229,332	281,353	1,111	511,796	33,659
CAPITAL CONTRIBUTIONS					
Special assessments	412,500	-	-	412,500	-
Intergovernmental and federal grant	-	792,253	-	792,253	-
Total capital contributions	412,500	792,253	-	1,204,753	-
TRANSFERS IN (OUT)					
Transfers in	-	25,782	-	25,782	-
Transfers out	(254,569)	(143,553)	(6,012)	(404,134)	(25,660)
Net transfers out	(254,569)	(117,771)	(6,012)	(378,352)	(25,660)
CHANGES IN NET POSITION	387,263	955,835	(4,901)	1,338,197	7,999
NET POSITION - BEGINNING	5,116,314	2,931,775	119,689	8,167,778	491,505
NET POSITION - ENDING	\$ 5,503,577	\$ 3,887,610	\$ 114,788	\$9,505,975	\$ 499,504

See notes to financial statements

STATEMENT OF CASH FLOWS - proprietary funds

Year ended June 30, 2024

	Business-type activities				Governmental activities
	Enterprise funds				Internal service
	Sewer	Water	Nonmajor	Totals	
CASH FLOWS FROM OPERATING ACTIVITIES					
Receipts from customers	\$ 1,601,074	\$ 728,667	\$ 77,791	\$ 2,407,532	\$ -
Receipts from interfund services provided	-	-	-	-	314,022
Payments to suppliers	(627,921)	(196,562)	(55,498)	(879,981)	(158,624)
Payments to employees	(280,173)	(95,861)	(6,339)	(382,373)	(42,732)
Internal activity - payments to other funds	(16,701)	(17,461)	(5,047)	(39,209)	-
Net cash provided by (used in) operating activities	676,279	418,783	10,907	1,105,969	112,666
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES					
State grants	-	22,910	-	22,910	-
Collections on advances to other funds	3,767	2,653	-	6,420	-
Transfers out	(254,569)	(117,771)	(6,012)	(378,352)	(25,660)
Net cash used in noncapital financing activities	(250,802)	(92,208)	(6,012)	(349,022)	(25,660)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES					
Proceeds from capital debt	1,145,000	1,470,000	-	2,615,000	-
Proceeds from bond premiums	99,773	128,476	-	228,249	-
Capital contributions	-	792,253	-	792,253	-
Proceeds from sales of capital assets	-	11,075	-	11,075	11,668
Acquisition of capital assets	(291,252)	(1,009,270)	(16,588)	(1,317,110)	(89,833)
Principal paid on capital debt	(130,000)	-	-	(130,000)	-
Interest and fees paid on capital debt	(81,951)	(54,918)	-	(136,869)	-
Net cash provided by (used in) capital and related financing activities	741,570	1,337,616	(16,588)	2,062,598	(78,165)
CASH FLOWS FROM INVESTING ACTIVITIES					
Purchase of investments	(884,095)	(819,594)	-	(1,703,689)	-
Interest received	37,824	19,844	144	57,812	449
Net cash provided by (used in) investing activities	(846,271)	(799,750)	144	(1,645,877)	449
NET CHANGE IN CASH	320,776	864,441	(11,549)	1,173,668	9,290
CASH - BEGINNING	811,289	264,455	43,387	1,119,131	39,502
CASH - ENDING	<u>\$ 1,132,065</u>	<u>\$ 1,128,896</u>	<u>\$ 31,838</u>	<u>\$ 2,292,799</u>	<u>\$ 48,792</u>

See notes to financial statements

STATEMENT OF CASH FLOWS - proprietary funds (Continued)

Year ended June 30, 2024

	Business-type activities				Governmental activities
	Enterprise funds				Internal service
	Sewer	Water	Nonmajor	Totals	
Reconciliation of operating income to net cash provided by (used in) operating activities:					
Operating income	\$ 283,836	\$ 297,649	\$ 967	\$ 582,452	\$ 21,542
Adjustments to reconcile operating income to net cash provided by (used in) operating activities:					
Depreciation expense	366,883	122,752	4,179	493,814	92,984
Changes in assets and liabilities:					
Receivables	6,019	(10,071)	1,907	(2,145)	20
Prepays	-	-	29	29	-
Inventory	-	-	795	795	-
Payables	(6,831)	(6,840)	3,030	(10,641)	(1,680)
Compensated absences	3,800	(300)	-	3,500	(200)
Other postemployment obligation, net	19,221	13,278	-	32,499	-
Decrease in deferred outflows	5,164	3,567	-	8,731	-
Decrease in deferred inflows	(1,813)	(1,252)	-	(3,065)	-
Net cash provided by (used in) operating activities	<u>\$ 676,279</u>	<u>\$ 418,783</u>	<u>\$ 10,907</u>	<u>\$ 1,105,969</u>	<u>\$ 112,666</u>
Schedule of noncash capital and related financing activities:					
Acquisition of capital assets:					
Increase in capital assets	\$ (672,564)	\$(1,009,270)	\$ (16,588)	\$(1,698,422)	\$ (89,833)
Less increase in payables	<u>381,312</u>	<u>-</u>	<u>-</u>	<u>381,312</u>	<u>-</u>
Cash used to acquire capital assets	<u>\$ (291,252)</u>	<u>\$(1,009,270)</u>	<u>\$ (16,588)</u>	<u>\$(1,317,110)</u>	<u>\$ (89,833)</u>

See notes to financial statements

STATEMENT OF FIDUCIARY NET POSITION - *custodial funds*

June 30, 2024

	<i>Tax Collection</i>	<i>General Custodial</i>
ASSETS		
Cash	\$ -	\$ 15,109
LIABILITIES		
Due to others	-	15,109
NET POSITION		
Restricted for individuals and other governments	\$ -	\$ -

See notes to financial statements

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION - *custodial funds*

Year ended June 30, 2024

	<u><i>Tax Collection</i></u>	<u><i>General Custodial</i></u>
ADDITIONS		
Property taxes collected for other governments	\$ 3,811,816	\$ -
DEDUCTIONS		
Property taxes distributed to other governments	<u>3,811,816</u>	<u>-</u>
NET CHANGE IN FIDUCIARY NET POSITION	-	-
NET POSITION - BEGINNING	<u>-</u>	<u>-</u>
NET POSITION - ENDING	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the City of Plainwell, Michigan (the City), conform to accounting principles generally accepted in the United States of America (hereinafter referred to as generally accepted accounting principles) as applicable to governmental units. The following is a summary of the more significant accounting policies.

Reporting entity:

As required by generally accepted accounting principles, these financial statements present the City (the primary government) located in Allegan County, and its component units described below, for which the City is financially accountable. The discretely presented component units are reported in separate columns in the government-wide financial statements to emphasize that they are legally separate from the primary government. Separate financial statements for the component units have not been issued, as management believes that these financial statements, including disclosures, contain complete information so as to constitute a fair presentation of the component units.

Discretely presented component units:

Tax Increment Financing Authority - The Authority was established pursuant to Public Act 450 of 1980, as amended, to finance infrastructure improvements within the City's industrial park.

Brownfield Redevelopment Authority - The Authority was established pursuant to Public Act 381 of 1996, as amended, to promote the revitalization of environmentally distressed areas within the City.

Downtown Development Authority - The Authority was established pursuant to Public Act 197 of 1975, as amended, to correct and prevent deterioration and promote economic growth within the downtown district.

Government-wide and fund financial statements:

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the City. The effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Measurement focus, basis of accounting, and financial statement presentation:

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary funds financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement focus, basis of accounting, and financial statement presentation (continued):

Governmental funds financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available if they are collected within the current period, or soon enough thereafter, to pay liabilities of the current period. For this purpose, the City generally considers revenues to be available if they are expected to be collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, claims and judgments, and other postemployment benefits are recorded only when payment is due.

State grants, licenses and permits, charges for services, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable only when cash is received by the City.

The City reports the following major governmental funds:

The General Fund is the City's primary operating fund. It accounts for all financial resources of the City, except those required to be accounted for in another fund. Revenues are primarily derived from property taxes and state shared revenue.

The Major Street Fund, a special revenue fund, accounts for state gas and weight tax revenues that are restricted for expenditures related to maintaining and improving the City's major streets.

The City reports the following major enterprise funds:

The Sewer Fund accounts for activities of the City's sewage collection systems and treatment plant.

The Water Fund accounts for activities of the City's water distribution system.

Additionally, the City reports the following nonmajor governmental funds:

The special revenue funds are used to account for the specific revenue sources (other than permanent trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

The capital projects funds are used to account for the accumulation and disbursement of resources for the construction of governmental fund capital assets.

The nonmajor enterprise fund is used to account for certain operations of the City that are financed by charges for the services provided.

The internal service fund, a proprietary fund, is used to account for vehicle and equipment management services provided to other departments of the City on a cost-reimbursement basis.

The City also reports custodial funds which account for assets held by the City in a fiduciary capacity for other governments and organizations.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)*Measurement focus, basis of accounting, and financial statement presentation (continued):*

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all property taxes.

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the proprietary funds relate to charges to customers for sales and services. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Assets, deferred outflows of resources, liabilities, deferred inflows of resources, and equity:

Cash and investments - Cash is considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition. Investments are reported at fair value, with changes in value recognized in the operating statement of each fund which holds investments. Realized and unrealized gains and losses are included in investment income. Pooled investment income is allocated proportionately to all funds and component units.

Receivables - In general, outstanding balances between funds are reported as "advances from/to other funds." Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as "internal balances."

Prepays - Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaids in the government-wide financial statements and the fund financial statements.

Inventories - The costs of inventories are recorded as assets when purchased and charged to expenses when used. Inventories, reported in the proprietary funds, are valued at the lower of cost or market. Cost is determined under the first-in, first-out method.

Capital assets - Capital assets, which include land, buildings, equipment, and infrastructure assets (e.g., streets and sewer and water systems), are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets, other than infrastructure assets, are defined by the City as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value as of the date received. The City has elected to use the prospective method of accounting for infrastructure assets, whereby it will capitalize its infrastructure assets beginning July 1, 2003.

Capital assets are depreciated using the straight-line method over the following useful lives:

Buildings and improvements	10 - 50 years
Equipment	3 - 25 years
Vehicles	4 - 20 years
Sewer and water systems	50 years
Streets	20 - 40 years

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, deferred outflows of resources, liabilities, deferred inflows of resources, and equity (continued):

Deferred outflows of resources - The statement of net position and the proprietary funds statement of net position include a separate section for deferred outflows of resources. This separate financial statement element reflects a decrease in net position that applies to a future period. The related expense will not be recognized until a future event occurs. The City has an item that is included in this category relating to the OPEB liability that is discussed in Note 11. No deferred outflows of resources affect the governmental funds financial statements.

Unearned revenue - Unearned revenue represents resources which have been received, but not yet earned.

Compensated absences (vacation and sick leave) - It is the City's policy to permit employees to accumulate earned but unused sick and vacation pay benefits. A liability for unpaid accumulated vacation and sick leave has been recorded for the portion due to employees upon separation from service with the City. Vested compensated absences are accrued when earned in the government-wide and proprietary funds financial statements. A liability for these amounts is reported in governmental funds only for employee terminations as of year-end.

Postemployment benefits other than pensions (OPEB) - For purposes of measuring the net OPEB liability and OPEB expenses, information about the fiduciary net position of the City of Plainwell Retiree Healthcare Plan and additions to/deductions from the plan fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms.

Deferred inflows of resources - The statement of net position and the proprietary funds statement of net position include a separate section for deferred inflows of resources. This separate financial statement element reflects an increase in net position that applies to a future period. The related revenues will not be recognized until a future event occurs. The City has an item that is included in this category relating to the OPEB liability that is discussed in Note 11. The governmental funds financial statements include a deferred inflow related to unavailable insurance recoveries.

Net position - Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources. The City reports three categories of net position, as follows: (1) *Net investment in capital assets* consists of net capital assets reduced by outstanding balances of any related debt obligations attributable to the acquisition, construction, or improvement of those assets; (2) *Restricted net position* is considered restricted if its use is constrained to a particular purpose. Restrictions are imposed by external organizations, such as federal or state laws or buyers of the City's debt. Restricted net position is reduced by liabilities related to the restricted assets; (3) *Unrestricted net position* consists of all other net position that does not meet the definition of the above components and is available for general use by the City.

Net position flow assumption - Sometimes, the City will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide and proprietary funds financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the City's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

Fund equity - In the fund financial statements, governmental funds report restricted fund balance when externally imposed constraints are placed on the use of resources by grantors, contributors, or laws and regulations of other governments. The City Council has delegated the authority to assign fund balance to the City Manager. Unassigned fund balance is the residual classification for the General Fund. When the City incurs an expenditure for purposes for which various fund balance classifications can be used, it is the City's policy to use the restricted fund balance first, followed by assigned fund balance, and, finally, unassigned fund balance.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, deferred outflows of resources, liabilities, deferred inflows of resources, and equity (continued):

Property tax revenue recognition - Property taxes are levied as of July 1 on property values assessed as of December 31 of the prior year. The billings are due on or before August 15, at which time the bill becomes delinquent and penalties and interest may be assessed by the City. Property tax revenue is recognized in the year for which taxes have been levied and become available. The City levy date is July 1, and, accordingly, the total levy is recognized as revenue in the current year.

Use of estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Accordingly, actual results could differ from those estimates.

NOTE 2 - STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

Budgetary information - Annual budgets are adopted on a basis consistent with generally accepted accounting principles for governmental funds. The budget document presents information by fund, function, department, and line-item. The legal level of budgetary control adopted by the governing body is the activity level. All annual appropriations lapse at the end of the fiscal year.

Excess of expenditures over appropriations - The following schedule sets forth reportable budget variances:

<u>Fund</u>	<u>Function</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance</u>
Primary government:				
General	Planning	\$ 35,543	\$ 58,121	\$ 22,578

NOTE 3 - CASH AND INVESTMENTS

Cash and investments, as of June 30, 2024, are classified in the accompanying financial statements as follows:

	<u>Governmental activities</u>	<u>Business- type activities</u>	<u>Total primary government</u>	<u>Custodial funds</u>	<u>Total component units</u>	<u>Totals</u>
Cash	\$ 910,849	\$ 2,292,799	\$ 3,203,648	\$ 15,109	\$ 290,838	\$ 3,509,595
Investments	1,411,470	1,703,689	3,115,159	-	106,784	3,221,943
Totals	\$ 2,322,319	\$ 3,996,488	\$ 6,318,807	\$ 15,109	\$ 397,622	\$ 6,731,538

Cash and investments as of June 30, 2024, consist of the following:

Cash on hand	\$ 2,630
Deposits with financial institutions	3,506,965
Investments	<u>3,221,943</u>
Total	<u>\$ 6,731,538</u>

NOTE 3 - CASH AND INVESTMENTS (Continued)

Deposits - Michigan Compiled Laws, Section 129.91 (Public Act 20 of 1943, as amended) and the City’s investment policy authorize the City to make deposits in the accounts of federally-insured banks, credit unions, and savings and loan associations that have an office in Michigan. The City’s deposits are in accordance with statutory authority.

Custodial credit risk is the risk that, in the event of the failure of a financial institution, the City will not be able to recover its deposits. The City’s investment policy does not specifically address custodial credit risk for deposits. As of June 30, 2024, \$199,762 of the City’s bank balances of \$3,680,611 including those of the component units, was exposed to custodial credit risk because it was uninsured and uncollateralized. Due to the use of pooled accounts, it is not practicable to allocate custodial credit risk between the primary government and its component units.

Investments - State statutes and the City’s investment policy authorize the City to invest in a) obligations of the U.S. Treasury, agencies, and instrumentalities; b) commercial paper rated within the two highest rate classifications, which mature not more than 270 days after the date of purchase; c) repurchase agreements, collateralized by U.S. governmental securities; d) bankers' acceptances; e) mutual funds composed of otherwise legal investments, and f) investment pools organized under the local government investment pool act.

Investments in entities that calculate net asset value per share - The City holds shares in an investment pool where the fair value of the investment is measured on a recurring basis using net asset value per share of the investment pool as a practical expedient. At June 30, 2024, the fair value, unfunded commitments, and redemption rules of that investment are as follows:

	Michigan CLASS Pool			
	Governmental activities	Business-type activities	Component units	Total
Fair value at June 30, 2024	\$ 1,411,470	\$ 1,703,689	\$ 106,784	\$ 3,221,943
Unfunded commitments				none
Redemption frequency				n/a
Notice period				none

The Michigan CLASS investment pool invests in U.S. Treasury obligations, federal agency obligations of the U.S. government, high-grade commercial paper (rated 'A-1' or better), collateralized bank deposits, repurchase agreements (collateralized at 102% by treasury agencies), and approved money market funds. The program is designed to meet the needs of Michigan public sector investors. The pool purchases securities that are legally permissible under state statutes and are available for investment by Michigan counties, cities, townships, school districts, authorities, and other public agencies.

NOTE 4 - RECEIVABLES

Receivables as of June 30, 2024, for the City's individual major funds and nonmajor funds, in the aggregate, were as follows:

<u>Fund</u>	<u>Accounts</u>	<u>Inter- governmental</u>	<u>Assessments</u>	<u>Loans</u>	<u>Totals</u>
Primary government:					
Governmental:					
General	\$ 18,964	\$ 99,862	\$ -	\$ -	\$ 118,826
Major Street	517	62,977	-	-	63,494
Nonmajor	-	22,447	-	12,887	35,334
Total governmental	<u>\$ 19,481</u>	<u>\$ 185,286</u>	<u>\$ -</u>	<u>\$ 12,887</u>	<u>\$ 217,654</u>
Noncurrent portion	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,943</u>	<u>\$ 8,943</u>
Proprietary:					
Sewer	\$ 137,515	\$ -	\$ 412,500	\$ -	\$ 550,015
Water	71,354	-	-	-	71,354
Nonmajor	570	-	-	-	570
Total proprietary	<u>\$ 209,439</u>	<u>\$ -</u>	<u>\$ 412,500</u>	<u>\$ -</u>	<u>\$ 621,939</u>
Noncurrent portion	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 412,500</u>	<u>\$ -</u>	<u>\$ 412,500</u>

The General Fund receivable balance includes an allowance for uncollectible accounts of \$16,643 due to the aging of invoices that have not been collected.

NOTE 5 - ASSETS HELD FOR RESALE - REDEVELOPMENT PROPERTY

The Brownfield Redevelopment Authority, a component unit of the City, has acquired property for the purpose of economic development. The assets are reported at historic cost. The Authority intends to resell the property to private-sector developers. The proceeds of the potential sale of the property will be transferred to the City's General Fund, which principally financed the acquisition.

NOTE 6 - CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2024, was as follows:

	<i>Beginning balance</i>	<i>Increases</i>	<i>Decreases</i>	<i>Ending balance</i>
Governmental activities:				
Capital assets not being depreciated - land	\$ 893,425	\$ -	\$ (256,373)	\$ 637,052
Capital assets being depreciated:				
Streets and sidewalks	3,359,470	799,532	-	4,159,002
Land improvements	2,323,335	10,500	-	2,333,835
Buildings and improvements	3,200,885	5,900	(397,841)	2,808,944
Equipment and vehicles	2,895,758	177,590	(112,250)	2,961,098
Subtotal	11,779,448	993,522	(510,091)	12,262,879
Less accumulated depreciation for:				
Streets and sidewalks	(991,425)	(112,134)	-	(1,103,559)
Land improvements	(1,453,446)	(63,195)	-	(1,516,641)
Buildings and improvements	(924,158)	(67,507)	143,891	(847,774)
Equipment and vehicles	(2,242,360)	(144,941)	112,250	(2,275,051)
Subtotal	(5,611,389)	(387,777)	256,141	(5,743,025)
Total capital assets being depreciated, net	6,168,059	605,745	(253,950)	6,519,854
Governmental activities capital assets, net	\$ 7,061,484	\$ 605,745	\$ (510,323)	\$ 7,156,906

Depreciation expense was charged to the City's governmental functions, as follows:

Governmental activities:	
General government	\$ 57,524
Public safety	91,476
Public works	139,913
Recreation and culture	5,880
Depreciation on internal service fund assets	92,984
Total governmental activities	\$ 387,777

NOTE 6 - CAPITAL ASSETS (Continued)

	<i>Beginning balance</i>	<i>Increases</i>	<i>Decreases</i>	<i>Ending balance</i>
Business-type activities:				
Capital assets not being depreciated - land	\$ 48,196	\$ -	\$ -	\$ 48,196
Capital assets being depreciated:				
Sewer system	15,270,421	672,564	(26,928)	15,916,057
Water system	6,541,309	1,009,270	(116,547)	7,434,032
Airport	208,886	16,588	-	225,474
Subtotal	22,020,616	1,698,422	(143,475)	23,575,563
Less accumulated depreciation for:				
Sewer system	(9,302,652)	(366,883)	26,927	(9,642,608)
Water system	(3,721,198)	(122,752)	115,705	(3,728,245)
Airport	(170,605)	(4,179)	-	(174,784)
Subtotal	(13,194,455)	(493,814)	142,632	(13,545,637)
Total capital assets being depreciated	8,826,161	1,204,608	(843)	10,029,926
Business-type activities capital assets, net	\$ 8,874,357	\$ 1,204,608	\$ (843)	\$ 10,078,122

NOTE 7 - PAYABLES

Payables as of June 30, 2024, for the City's individual major funds and nonmajor funds, in the aggregate, were as follows:

<u>Fund</u>	<u>Accounts</u>	<u>Payroll and fringes</u>	<u>Interest</u>	<u>Totals</u>
Primary government:				
Governmental:				
General	\$ 37,494	\$ 64,753	\$ -	\$ 102,247
Major Streets	25,104	3,347	-	28,451
Nonmajor	<u>27,024</u>	<u>6,189</u>	<u>-</u>	<u>33,213</u>
Total governmental	<u>\$ 89,622</u>	<u>\$ 74,289</u>	<u>\$ -</u>	<u>\$ 163,911</u>
Proprietary:				
Sewer	\$ 395,895	\$ 14,349	\$ 20,593	\$ 430,837
Water	135,472	5,022	14,365	154,859
Nonmajor	<u>1,311</u>	<u>1,976</u>	<u>-</u>	<u>3,287</u>
Total proprietary	<u>\$ 532,678</u>	<u>\$ 21,347</u>	<u>\$ 34,958</u>	<u>\$ 588,983</u>
Internal service	<u>\$ 1,498</u>	<u>\$ 1,371</u>	<u>\$ -</u>	<u>\$ 2,869</u>
Component units:				
Tax Increment Finance Authority	<u>\$ -</u>	<u>\$ 2,467</u>	<u>\$ -</u>	<u>\$ 2,467</u>
Brownfield Redevelopment Authority	<u>\$ 124,512</u>	<u>\$ 3,082</u>	<u>\$ -</u>	<u>\$ 127,594</u>
Downtown Development Authority	<u>\$ 603</u>	<u>\$ 799</u>	<u>\$ -</u>	<u>\$ 1,402</u>

NOTE 8 - INTERFUND BALANCES AND TRANSFERS

At June 30, 2024, the composition of interfund balances was as follows:

<u>Fund</u>	<u>Receivable</u>	<u>Fund</u>	<u>Payable</u>
Sewer	\$ 19,407	Nonmajor governmental	\$ 19,407
Water	<u>5,386</u>	Major Street	<u>5,386</u>
	<u>\$ 24,793</u>		<u>\$ 24,793</u>

The Sewer and Water funds provided advances to the street funds (governmental funds) to finance a portion of street preservation costs in prior years. The advances are expected to be repaid over time, with interest, at 1%.

NOTE 8 - INTERFUND BALANCES AND TRANSFERS (Continued)

A summary of interfund transfers for the year ended June 30, 2024, is as follows:

<u>Fund</u>	<u>Transfers in</u>	<u>Fund</u>	<u>Transfers out</u>
		Sewer	\$ 254,569
		Water	117,771
		Airport	6,012
		Equipment	<u>25,660</u>
General	\$ 404,012		404,012
General	15,000	Nonmajor governmental	15,000
Nonmajor governmental	100,000	Major Streets	100,000
Water	25,782	Nonmajor governmental	25,782
Nonmajor governmental	<u>15,000</u>	General	<u>15,000</u>
Total	<u>\$ 559,794</u>	Total	<u>\$ 559,794</u>

The proprietary funds transferred \$404,012 to the General Fund as part of the City's payment in lieu of taxes (PILOT) program. The payments are classified as transfers as the transaction does not involve an exchange for services.

The Fire Reserve Fund, a nonmajor governmental fund, transferred \$15,000 to the General Fund to provide support for fire equipment purchases recorded in the General Fund.

The Major Street Fund transferred \$100,000 to the Local Street Fund, a nonmajor governmental fund, to fund a future street project, tentatively scheduled for 2024.

The ARPA Stimulus Fund, a nonmajor governmental fund, transferred \$25,782 to the Water Fund to help fund the water meter replacement project.

The General Fund transferred \$15,000 to provide additional support for the Solid Waste Fund.

NOTE 9 - LONG-TERM LIABILITIES

Long-term liabilities at June 30, 2024, are comprised of the following:

Governmental activities:

Bonds payable:

\$1,350,000 2012 Capital Improvement bonds - payable in annual installments ranging from \$16,000 to \$64,000, plus interest at 3.75%; final payment due February 2051 \$ 1,040,760

\$500,000 2022 General Obligation Limited Tax bonds - payable in annual installments ranging from \$25,000 to \$41,000, plus interest ranging from 2.18% to 3.10%; final payment due June 2037 447,000

Note payable:

\$8,165 2020 installment purchase agreement - payable in monthly installments of \$143, including interest at 1.94%; final payment due September 2025 2,106

Total bonds and notes payable 1,489,866

Compensated absences 77,252

Total governmental activities \$ 1,567,118

Business-type activities:

Bonds payable:

\$3,865,000 2012 Sewer Supply System Revenue bonds (SRF) - payable in annual installments ranging from \$100,000 to \$170,000, plus interest at 2.50%; final payment due October 2033 \$ 1,505,000

\$2,615,000 2024 General Obligation Limited Tax bonds - payable in annual installments ranging from \$80,000 to \$195,000, plus interest ranging from 4.00% to 5.00%; final payment due March 2044 2,615,000

Premium - 2024 bonds 228,249

Total business-type activities bonds payable 4,348,249

Compensated absences 29,000

Total business-type activities \$ 4,377,249

Component units:

Note payable:

\$690,000 2022 EGLE Loan to Brownfield Redevelopment Authority - payable in annual installments of \$67,500, including interest at 1.50%; final payment due September 2036 \$ 690,000

Compensated absences:

Tax Increment Finance Authority 1,400

Brownfield Redevelopment Authority 1,500

Downtown Development Authority 700

Total component units \$ 693,600

NOTES TO FINANCIAL STATEMENTS (Continued)

NOTE 9 - LONG-TERM LIABILITIES (Continued)

Long-term liability activity for the year ended June 30, 2024, was as follows:

	<i>Beginning balance</i>	<i>Additions</i>	<i>Reductions</i>	<i>Ending balance</i>	<i>Amounts due within one year</i>
Primary government:					
Governmental activities:					
2012 Capital improvement bonds	\$ 1,063,760	\$ -	\$ (23,000)	\$ 1,040,760	\$ 23,000
2022 General obligation bonds	475,000	-	(28,000)	447,000	29,000
2020 Installment purchase agreement	3,765	-	(1,659)	2,106	1,692
Total bonds and note	1,542,525	-	(52,659)	1,489,866	53,692
Compensated absences	72,293	117,470	(112,511)	77,252	-
	<u>\$ 1,614,818</u>	<u>\$ 117,470</u>	<u>\$ (165,170)</u>	<u>\$ 1,567,118</u>	<u>\$ 53,692</u>
Business-type activities:					
2012 Sewer revenue bonds	\$ 1,635,000	\$ -	\$ (130,000)	\$ 1,505,000	\$ 135,000
2024 General obligation bonds	-	2,615,000	-	2,615,000	90,000
Premium - 2024 bonds	-	228,249	-	228,249	-
Total bonds	1,635,000	2,843,249	(130,000)	4,348,249	225,000
Compensated absences	25,500	30,875	(27,375)	29,000	-
	<u>\$ 1,660,500</u>	<u>\$ 2,874,124</u>	<u>\$ (157,375)</u>	<u>\$ 4,377,249</u>	<u>\$ 225,000</u>
Component units:					
Brownfield Redevelopment Authority:					
2022 note payable	\$ 600,000	\$ 90,000	\$ -	\$ 690,000	\$ -
Compensated absences:					
Tax Increment Finance Authority	\$ 1,400	\$ 3,726	\$ (3,726)	\$ 1,400	\$ -
Brownfield Redevelopment Authority	\$ 1,500	\$ 3,992	\$ (3,992)	\$ 1,500	\$ -
Downtown Development Authority	\$ 700	\$ 1,863	\$ (1,863)	\$ 700	\$ -

NOTE 9 - LONG-TERM LIABILITIES (Continued)

Debt service requirements at June 30, 2024, with the exception of compensated absences and other postemployment benefits, are as follows:

	<i>Governmental activities</i>		<i>Business-type activities</i>		<i>Component units</i>	
	<i>Principal</i>	<i>Interest</i>	<i>Principal</i>	<i>Interest</i>	<i>Principal</i>	<i>Interest</i>
Year ended June 30:						
2025	\$ 53,692	\$ 51,983	\$ 225,000	\$ 39,101	\$ -	\$ -
2026	54,414	50,299	215,000	35,789	-	-
2027	56,000	50,567	230,000	32,414	67,500	-
2028	58,000	46,767	235,000	28,976	58,163	8,120
2029	59,000	44,896	245,000	25,414	59,035	8,465
2030 - 2034	326,000	194,360	1,360,000	487,582	308,728	28,774
2035 - 2039	300,000	137,570	720,000	281,750	196,574	5,946
2040 - 2044	219,000	93,408	890,000	110,200	-	-
2045 - 2049	265,000	49,184	-	-	-	-
2050 - 2054	98,760	5,194	-	-	-	-
Totals	<u>\$ 1,489,866</u>	<u>\$ 724,228</u>	<u>\$ 4,120,000</u>	<u>\$ 1,041,226</u>	<u>\$ 690,000</u>	<u>\$ 51,305</u>

All debt is secured by the full faith and credit of the City and considered direct borrowing or direct placement debt.

NOTE 10 - DEFINED CONTRIBUTION PENSION PLAN

The City contributes to the City of Plainwell Group Pension Plan (the Plan), a defined contribution pension plan, for all its full-time employees. The Plan is administered by a third-party administrator.

Benefit terms, including contribution requirements, for the Plan are established and may be amended by the City Council. For each employee in the pension plan, the City is required to contribute 8% to 11% of covered payroll to an individual employee's account. Employees are not required to make contributions to the pension plan. For the year ended June 30, 2024, the City recognized pension expense of \$167,152.

Employees are immediately vested in their own contributions and earnings on those contributions and become vested in City contributions and earnings on City contributions immediately. Nonvested City contributions are forfeited upon termination of employment. Such forfeitures are used to cover a portion of the pension plan's administrative expenses. For the year ended June 30, 2024, there were no forfeitures.

As of June 30, 2024, the City reported a \$6,909 accrued liability as part of the contributions to the Plan.

NOTE 11 - OTHER POSTEMPLOYMENT BENEFITS*Plan description:*

The City of Plainwell Retiree Healthcare Plan is a single-employer defined benefit healthcare plan administered by the City, which provides medical insurance benefits to eligible retirees. Eligible recipients include retirees with union affiliation who have reached age 55 or 60, depending on their union affiliation, and have worked at least 25 years for the City upon their retirement. The Plan was established by the City and can be amended at its discretion. The plan does not issue a separate stand-alone financial statement.

NOTE 11 - OTHER POSTEMPLOYMENT BENEFITS (Continued)

Benefits provided:

Police employees:

Pre-65: Single medical coverage and an annual HSA contribution to cover out-of-pocket medical costs (currently up to \$3,500); Medicare eligible: Support of supplemental insurance cost up to \$500 per month

SEIU members:

Retired prior to 7/1/2007:

Pre-65: Single medical coverage and an annual HSA contribution to cover out-of-pocket medical costs (currently up to \$3,500); Medicare eligible - single medical coverage

Retired after 7/1/2007:

Pre-65: Single medical coverage and an annual HSA contribution to cover out-of-pocket medical costs (currently up to \$3,500); Medicare eligible: None

Retiree contributions:

Police - 20% of medical premium

SEIU member retired prior to 7/1/2007 - None

SEIU member retired after to 7/1/2007 - 20% of medical premium

As of June 30, 2024, Plan membership Plan consisted of the following:

Active participants	14
Retirees and beneficiaries receiving benefits	<u>6</u>
Total participants	<u>20</u>

Contributions:

The City of Plainwell Retiree Medical Plan was established and is being funded under the authority of the City and under agreements with the unions representing various classes of employees. The Plan's funding policy is that the employer will make benefit payments from general operating funds. There are no long-term contracts for contributions to the plan.

Net OPEB liability:

The total OPEB liability was determined by an actuarial valuation as of June 30, 2024, using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	Not applicable
Payroll increases	4.00%
Investment rate of return	7.45%
20-year Aa Municipal bond rate	4.21%
Mortality	2010 Public Safety and General Employees and and Healthy Retirees, headcount weighted with MP-2021

The discount rate used to measure the total OPEB liability was 4.21%. For projected benefits that are covered by projected assets, the long-term expected rate was used to discount the projected benefits. From the year that benefit payments were not projected to be covered by the projected assets (the “depletion date”), projected benefits were discounted as a discount rate reflecting a 20-year AA/Aa tax-exempt municipal bond yield. A single equivalent discount rate that yields the same present value of benefits is calculated. This discount rate is used to determine the total OPEB liability. The discount rate used for the June 30, 2023 liability was 4.13%.

NOTE 11 - OTHER POSTEMPLOYMENT BENEFITS (Continued)

Changes in the net OPEB liability:

	<i>Increase (decrease)</i>		
	<i>Total OPEB liability</i>	<i>Plan fiduciary net position</i>	<i>Net OPEB liability (asset)</i>
	<i>(a)</i>	<i>(b)</i>	<i>(a) - (b)</i>
Balances at June 30, 2023	\$ 1,314,149	\$ 28,754	\$ 1,285,395
Changes for the year:			
Service cost	30,730	-	30,730
Interest	54,979	-	54,979
Experience (Gains)/Losses	(19,174)	-	(19,174)
Change in assumptions	(21,250)	-	(21,250)
Contributions to OPEB trust	-	10,829	(10,829)
Contributions - employer	-	27,296	(27,296)
Net investment income	-	4,471	(4,471)
Benefit payments	(27,296)	(27,296)	-
Administrative expenses	-	(178)	178
Net changes	17,989	15,122	2,867
Balances at June 30, 2024	\$ 1,332,138	\$ 43,876	\$ 1,288,262

Plan fiduciary net position as a percentage of total OPEB liability 3.3%

Sensitivity of the net OPEB liability to changes in the discount rate:

The following schedule presents the net OPEB liability of the City, calculated using the discount rates 1% higher and lower than the current rate:

	<u>1% decrease</u>	<u>Current rate</u>	<u>1% increase</u>
Net OPEB liability	\$ 1,405,105	\$ 1,228,262	\$ 1,187,010

Sensitivity of the net OPEB liability to changes in the trend rate:

The following schedule presents the net OPEB liability of the City, calculated using healthcare cost trend rates 1% higher and lower than the current rate:

	<u>1% decrease</u>	<u>Current rate</u>	<u>1% increase</u>
Net OPEB liability	\$ 1,223,445	\$ 1,228,262	\$ 1,361,085

NOTE 11 - OTHER POSTEMPLOYMENT BENEFITS (Continued)

OPEB expense, deferred outflows of resources, and deferred inflows of resources related to OPEB Plan:

For the fiscal year ended June 30, 2024, the City recognized OPEB expense of \$67,995. At June 30, 2024, the City reported the following deferred outflows of resources and deferred inflows of resources related to OPEB:

	<u>Outflows</u>	<u>Inflows</u>
Experience (gains)/losses	\$ 216,816	\$ 107,136
Investment earnings (gains)/losses	-	1,655
Change in assumptions	<u>38,514</u>	<u>195,261</u>
Total	<u>\$ 255,330</u>	<u>\$ 304,052</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Year Ended June 30,</u>	<u>Amount</u> <u>recognized</u>
2025	\$ (11,969)
2026	(11,859)
2027	(14,615)
2028	(10,279)

Total OPEB liability by participant status:

	<u>Police</u>	<u>SEIU</u>	<u>Total OPEB</u> <u>Liability</u>
Active participants	\$ 726,144	\$ 212,662	\$ 938,806
Inactive participants receiving benefits	<u>282,795</u>	<u>110,537</u>	<u>393,332</u>
Total	<u>\$ 1,008,939</u>	<u>\$ 323,199</u>	<u>\$ 1,332,138</u>

NOTE 12 - PROPERTY TAX REVENUE

The 2023 taxable valuation of the City was \$103,168,006 on which ad valorem taxes levied consisted of 14.2890 mills for operating purposes and 1.3000 mills for solid waste removal, raising \$1,474,150 for operating purposes and \$134,112 for solid waste removal. These amounts are recognized in the fund financial statements as property tax revenue.

NOTE 13 - CONSTRUCTION CODE ACT

A summary of construction code enforcement transactions for the year ended June 30, 2024, is as follows:

Cumulative excess of revenues, beginning of year	\$ -
Revenues	\$ 17,930
Expenses	<u>17,930</u>
Excess of revenues over expenses	<u>\$ -</u>
Cumulative excess of revenues, end of year	<u>\$ -</u>

NOTE 14 - RESTRICTED NET POSITION

In the government-wide statement of net position, the governmental activities report restricted net position in the amount of \$868,406. Of this amount, \$7,244 is restricted by enabling legislation for public safety expenditures and \$781,050 is restricted by enabling legislation for public works expenditures.

NOTE 15 - RISK MANAGEMENT

The City is exposed to various risks of loss to general liability, property and casualty, workers' compensation, and employee health and medical claims. The risks of loss arising from general liability, building contents, workers' compensation, employee medical, and casualty are managed through purchased commercial insurance. For all risks of loss, there have been no significant reductions in insurance coverage from coverage provided in prior years. Also, in the past three years, settlements did not exceed insurance coverage.

NOTE 16 - CONTINGENT LIABILITY

The City has a reimbursement agreement with a developer associated with the City's Plainwell Paper Mill redevelopment project. In accordance with the agreement, the City must make annual payments to the developer amounting to 75% of the current year's tax capture for the brownfield redevelopment district. At June 30, 2024, the City is contingently liable for payments to the developer in the amount of \$108,271.

The Tax Increment Finance Authority, a component unit of the City, has adopted a tax increment financing plan (the Plan) that allows the Authority (the Authority) to expend tax increment revenues for purposes of furthering the development program contemplated in the Plan. At June 30, 2024, the Authority's fund balance was \$200,512. The Authority intends to use the available equity to complete the development program. However, any funds remaining after completion of the development program shall revert proportionately to the respective taxing entities, including the City, from which the tax increment revenues were derived.

NOTE 17 - CONSTRUCTION COMMITMENT

As of June 30, 2024, the City has an active construction project for water, sewer and street infrastructure:

	<i>Project authorization</i>	<i>Expended through June 30, 2024</i>	<i>Committed</i>
Old Orchard	<u>\$ 3,416,558</u>	<u>\$ 1,041,176</u>	<u>\$ 2,375,382</u>

The committed balance of \$2,375,382 is funded by bond proceeds, received in March 2024, in the sewer and water funds, and available resources of the Local Street Fund, a nonmajor governmental fund.

REQUIRED SUPPLEMENTARY INFORMATION

BUDGETARY COMPARISON SCHEDULE - General Fund

Year ended June 30, 2024

	<i>Original budget</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance with final budget positive (negative)</i>
REVENUES				
Property taxes	\$ 1,314,582	\$ 1,314,582	\$ 1,312,032	\$ (2,550)
Licenses and permits	67,300	67,300	63,497	(3,803)
Federal grants	137,381	137,381	47,544	(89,837)
State grants	531,290	531,290	539,884	8,594
Charges for services	1,850	1,850	7,340	5,490
Fines and forfeitures	3,000	3,000	8,418	5,418
Interest and rentals	7,340	52,340	57,093	4,753
Other:				
Contributions	1,500	23,500	30,589	7,089
Miscellaneous	16,236	16,236	22,536	6,300
Total revenues	2,080,479	2,147,479	2,088,933	(58,546)
EXPENDITURES				
General government:				
Legislative - City Council	10,798	10,798	10,789	9
Elections	40,200	49,200	46,640	2,560
Administration	458,777	458,777	422,086	36,691
Assessor	22,583	26,083	23,453	2,630
Building and grounds	259,404	272,409	262,409	10,000
Total general government	791,762	817,267	765,377	51,890
Public safety:				
Department of Public Safety:				
Police protection	1,272,455	1,308,666	1,247,091	61,575
Fire protection	191,929	191,929	170,565	21,364
Total public safety	1,464,384	1,500,595	1,417,656	82,939
Public works:				
Street lighting	42,000	49,000	47,213	1,787
Environmental project engineering	195,158	386,719	111,608	275,111
Total public works	237,158	435,719	158,821	276,898

BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)

Year ended June 30, 2024

	<u>Original budget</u>	<u>Final budget</u>	<u>Actual</u>	<u>Variance with final budget positive (negative)</u>
EXPENDITURES (Continued)				
Community and economic development:				
Planning	\$ 19,052	\$ 35,543	\$ 58,121	\$ (22,578)
Rental rehabilitation project	<u>26,508</u>	<u>26,508</u>	<u>11,045</u>	<u>15,463</u>
Total community and economic development:	<u>45,560</u>	<u>62,051</u>	<u>69,166</u>	<u>(7,115)</u>
Health and welfare - ambulance	<u>9,992</u>	<u>9,992</u>	<u>9,992</u>	<u>-</u>
Recreation and culture:				
Parks	164,645	185,144	176,717	8,427
Flowers and beautification	38,686	55,686	47,045	8,641
Special events	<u>9,439</u>	<u>21,439</u>	<u>14,620</u>	<u>6,819</u>
Total recreation and culture	<u>212,770</u>	<u>262,269</u>	<u>238,382</u>	<u>23,887</u>
Debt service - principal	<u>29,659</u>	<u>29,659</u>	<u>29,659</u>	<u>-</u>
Debt service - interest	<u>13,724</u>	<u>13,724</u>	<u>13,724</u>	<u>-</u>
Total expenditures	<u>2,805,009</u>	<u>3,131,276</u>	<u>2,702,777</u>	<u>428,499</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>(724,530)</u>	<u>(983,797)</u>	<u>(613,844)</u>	<u>369,953</u>
OTHER FINANCING SOURCES (USES)				
Transfers in:				
Sewer Fund	254,569	254,569	254,569	-
Water Fund	143,553	143,553	143,553	-
Airport Fund	6,012	6,012	6,012	-
Equipment Fund	25,660	25,660	25,660	-
American Rescue Plan Act Fund	10,000	10,000	-	(10,000)
Fire Reserve Fund	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>-</u>
Total transfers in	<u>454,794</u>	<u>454,794</u>	<u>444,794</u>	<u>(10,000)</u>

BUDGETARY COMPARISON SCHEDULE - General Fund (Continued)

Year ended June 30, 2024

	<i>Original budget</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance with final budget positive (negative)</i>
OTHER FINANCING SOURCES (USES) (Continued)				
Sale of capital assets	\$ 500,000	\$ 875,000	\$ 898,620	\$ 23,620
Insurance recoveries	-	-	250	250
Total other financing sources	<u>954,794</u>	<u>1,329,794</u>	<u>1,343,664</u>	<u>13,870</u>
Transfers out:				
Solid Waste Fund	<u>(15,000)</u>	<u>(15,000)</u>	<u>(15,000)</u>	<u>-</u>
Net other financing sources	<u>939,794</u>	<u>1,314,794</u>	<u>1,328,664</u>	<u>13,870</u>
NET CHANGES IN FUND BALANCES	215,264	330,997	714,820	383,823
FUND BALANCES - BEGINNING	<u>615,275</u>	<u>615,275</u>	<u>615,275</u>	<u>-</u>
FUND BALANCES - ENDING	<u>\$ 830,539</u>	<u>\$ 946,272</u>	<u>\$ 1,330,095</u>	<u>\$ 383,823</u>

BUDGETARY COMPARISON SCHEDULE - Major Street Fund

Year ended June 30, 2024

	<i><u>Original budget</u></i>	<i><u>Final budget</u></i>	<i><u>Actual</u></i>	<i><u>Variance with final budget positive (negative)</u></i>
REVENUES				
State grants	\$ 403,298	\$ 403,298	\$ 399,463	\$ (3,835)
Intergovernmental	52,500	52,500	10,355	(42,145)
Interest	1,843	1,843	6,596	4,753
Other	-	-	4,547	4,547
	<u>457,641</u>	<u>457,641</u>	<u>420,961</u>	<u>(36,680)</u>
Total revenues				
EXPENDITURES				
Public works:				
Preservation	215,042	289,745	269,864	19,881
Traffic services	5,114	5,114	4,283	831
Winter maintenance	35,513	35,513	23,809	11,704
Administration	17,887	17,887	16,605	1,282
	<u>273,556</u>	<u>348,259</u>	<u>314,561</u>	<u>33,698</u>
Total expenditures				
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	184,085	109,382	106,400	(2,982)
OTHER FINANCING USES				
Transfer out - Local Street Fund	<u>(100,000)</u>	<u>(100,000)</u>	<u>(100,000)</u>	<u>-</u>
NET CHANGES IN FUND BALANCES	84,085	9,382	6,400	(2,982)
FUND BALANCES - BEGINNING	<u>183,988</u>	<u>183,988</u>	<u>183,988</u>	<u>-</u>
FUND BALANCES - ENDING	<u>\$ 268,073</u>	<u>\$ 193,370</u>	<u>\$ 190,388</u>	<u>\$ (2,982)</u>

SCHEDULE OF CHANGES IN THE CITY'S NET OPEB LIABILITY AND RELATED RATIOS

June 30, 2024

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Total OPEB liability:							
Service cost	\$ 30,730	\$ 34,949	\$ 33,123	\$ 35,750	\$ 33,085	\$ 32,504	\$ 30,001
Interest	54,979	53,504	28,328	30,453	35,371	34,974	33,311
Difference between expected and actual experience	(19,174)	(31,726)	448,292	(19,311)	(169,289)	(45,916)	(45,878)
Changes in assumptions	(21,250)	7,322	(368,578)	10,413	78,141	-	40,834
Benefit payments, including refunds	<u>(27,296)</u>	<u>(27,155)</u>	<u>(22,232)</u>	<u>(16,170)</u>	<u>(12,116)</u>	<u>(5,730)</u>	<u>(4,957)</u>
Net change in total OPEB liability	17,989	36,894	118,933	41,135	(34,808)	15,832	53,311
Total OPEB liability, beginning of year	<u>1,314,149</u>	<u>1,277,255</u>	<u>1,158,322</u>	<u>1,117,187</u>	<u>1,151,995</u>	<u>1,136,163</u>	<u>1,082,852</u>
Total OPEB liability, end of year	<u>\$1,332,138</u>	<u>\$1,314,149</u>	<u>\$1,277,255</u>	<u>\$1,158,322</u>	<u>\$1,117,187</u>	<u>\$1,151,995</u>	<u>\$1,136,163</u>
Plan fiduciary net position:							
Contributions to OPEB trust	\$ 10,829	\$ 15,528	\$ 6,573	\$ 3,578	\$ 1,959	\$ -	\$ -
Contributions - employer	27,296	27,155	22,232	16,170	12,116	5,730	4,957
Net investment income (loss)	4,471	1,842	(1,335)	734	5	-	-
Benefit payments, including refunds	(27,296)	(27,155)	(22,232)	(16,170)	(12,116)	(5,730)	(4,957)
Administrative expenses	<u>(178)</u>	<u>(73)</u>	<u>(32)</u>	<u>(23)</u>	<u>(2)</u>	<u>-</u>	<u>-</u>
Net change in plan fiduciary net position	15,122	17,297	5,206	4,289	1,962	-	-
Plan fiduciary net position, beginning of year	<u>28,754</u>	<u>11,457</u>	<u>6,251</u>	<u>1,962</u>	<u>-</u>	<u>-</u>	<u>-</u>
Plan fiduciary net position, end of year	<u>\$ 43,876</u>	<u>\$ 28,754</u>	<u>\$ 11,457</u>	<u>\$ 6,251</u>	<u>\$ 1,962</u>	<u>\$ -</u>	<u>\$ -</u>
City's net OPEB liability, end of year	<u>\$1,288,262</u>	<u>\$1,285,395</u>	<u>\$1,265,798</u>	<u>\$1,152,071</u>	<u>\$1,115,225</u>	<u>\$1,151,995</u>	<u>\$1,136,163</u>
Plan fiduciary net position as a percent of of total OPEB liability	3.29%	2.19%	0.90%	0.54%	0.18%	0.00%	0.00%
Covered payroll	\$1,065,545	\$1,042,714	\$ 885,520	\$ 808,254	\$ 915,725	\$ 961,353	\$ 939,692
City's net OPEB liability as a percentage of covered payroll	121%	123%	143%	143%	122%	120%	121%

Note: This schedule is being built prospectively after the implementation of GASB 75 in fiscal year 2018.

Ultimately, ten years of data will be presented.

SCHEDULE OF CITY OPEB CONTRIBUTIONS

Year Ended June 30, 2024 (schedule is built prospectively upon implementation of GASB 75)

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>
Actuarially determined employer contributions:							
Service cost (with interest)	\$ 39,833	\$ 44,083	\$ 37,422	\$ 40,083	\$ 37,688	\$ 33,479	\$ 30,901
Amortization of unfunded liability	<u>189,693</u>	<u>186,748</u>	<u>145,989</u>	<u>127,135</u>	<u>120,322</u>	<u>151,325</u>	<u>128,817</u>
Actuarially determined employer contribution	229,526	230,831	183,411	167,218	158,010	184,804	159,718
Employer contributions	<u>38,125</u>	<u>42,683</u>	<u>28,805</u>	<u>19,748</u>	<u>14,075</u>	<u>5,730</u>	<u>4,957</u>
Contribution deficiency	<u>\$ 191,401</u>	<u>\$ 188,148</u>	<u>\$ 154,606</u>	<u>\$ 147,470</u>	<u>\$ 143,935</u>	<u>\$ 179,074</u>	<u>\$ 154,761</u>
Covered payroll	<u>\$1,065,545</u>	<u>\$1,042,714</u>	<u>\$ 885,520</u>	<u>\$ 808,254</u>	<u>\$ 915,725</u>	<u>\$ 961,353</u>	<u>\$ 939,692</u>
Contributions as a percentage of covered payroll	3.6%	4.1%	3.3%	2.4%	1.5%	0.6%	0.5%

Methods and assumptions used to determine actuarial determined contribution:

Valuation date June 30, 2024

Measurement date June 30, 2024

Actuarial methods:

Cost method Entry age normal (level percent of compensation)

Asset valuation method Market value

Actuarial assumptions:

Discount rate 4.12% for 2022 contribution; 4.13% for 2023 liability; 4.21% for 2024 contribution

Payroll inflation 4.00%

Return on plan assets 7.45%

Mortality rates 2010 Public Safety and General Employees and healthy retirees, headcount weighted;
IRS 2024 Adjusted MP-2021 improvement

Termination rates None

Retirement rates Employees are assumed to retire when first eligible for plan benefits

Marital assumption Not applicable

Monthly Post-65 Medical Cost \$302.50 supplemental premium with \$40.40 prescription plan

Medical trend rates 7.25% in 2024 graded down to 4.5% by 0.25% per year - pre-65 costs; 5.50% graded down
by 4.5% for post-65 costs

Monthly per-capita costs valued See rates in table below:

<u>Age</u>	<u>Rate</u>
55	847.71
56	886.87
57	926.40
58	968.60
59	989.50
60	1,031.70
61	1,068.19
62	1,092.14
63	1,122.17
64	1,140.42

Assumption changes since prior valuation:

Medical trend tables updated

Discount rate updated from 4.13% to 4.21%

Salary scale updated from 3.00% to 4.00%

Mortality Improvement Scale updated

Note: This schedule is being built prospectively after the implementation of GASB 75 in fiscal year 2018.

Ultimately, ten years of data will be presented.

SUPPLEMENTARY INFORMATION

COMBINING BALANCE SHEET - nonmajor governmental funds

June 30, 2024

	<i>Special revenue funds</i>				<i>Capital projects funds</i>		<i>Totals</i>
	<i>Local Street</i>	<i>Solid Waste</i>	<i>ARPA Stimulus</i>	<i>Revolving Loan</i>	<i>Fire Reserve</i>	<i>Capital Improvements</i>	
ASSETS							
Cash	\$ 204,475	\$ 20,408	\$ -	\$ 51,169	\$ 10,065	\$ 42,150	\$ 328,267
Investments	349,944	46,008	-	-	35,115	35,115	466,182
Receivables	22,447	-	-	12,887	-	-	35,334
 Total assets	<u>\$ 576,866</u>	<u>\$ 66,416</u>	<u>\$ -</u>	<u>\$ 64,056</u>	<u>\$ 45,180</u>	<u>\$ 77,265</u>	<u>\$ 829,783</u>
LIABILITIES AND FUND BALANCES							
Liabilities:							
Payables	\$ 31,601	\$ 1,612	\$ -	\$ -	\$ -	\$ -	\$ 33,213
Due to other funds	19,407	-	-	-	-	-	19,407
 Total liabilities	<u>51,008</u>	<u>1,612</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>52,620</u>
Fund balances:							
Restricted for:							
Public works	525,858	64,804	-	-	-	-	590,662
Community and economic development	-	-	-	64,056	-	-	64,056
Assigned for capital acquisitions	-	-	-	-	45,180	77,265	122,445
 Total fund balances	<u>525,858</u>	<u>64,804</u>	<u>-</u>	<u>64,056</u>	<u>45,180</u>	<u>77,265</u>	<u>777,163</u>
 Total liabilities and fund balances	<u>\$ 576,866</u>	<u>\$ 66,416</u>	<u>\$ -</u>	<u>\$ 64,056</u>	<u>\$ 45,180</u>	<u>\$ 77,265</u>	<u>\$ 829,783</u>

**COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES - nonmajor governmental funds**

Year ended June 30, 2024

	<i>Special revenue funds</i>				<i>Capital projects funds</i>		
	<i>Local Street</i>	<i>Solid Waste</i>	<i>ARPA Stimulus</i>	<i>Revolving Loan</i>	<i>Fire Reserve</i>	<i>Capital Improvements</i>	<i>Totals</i>
REVENUES							
Property taxes	\$ -	\$ 131,328	\$ -	\$ -	\$ 101,021	\$ 101,021	\$ 333,370
Special assessments	-	92,679	-	-	-	-	92,679
State grants	149,936	1,427	-	-	887	887	153,137
Intergovernmental	86,466	-	-	-	-	-	86,466
Interest	12,078	2,573	11,738	1,001	2,589	3,570	33,549
Other	312	200	-	400	-	-	912
Total revenues	<u>248,792</u>	<u>228,207</u>	<u>11,738</u>	<u>1,401</u>	<u>104,497</u>	<u>105,478</u>	<u>700,113</u>
EXPENDITURES							
Current:							
General government	-	-	-	-	108	108	216
Public works	161,331	207,029	-	-	-	80,000	448,360
Capital outlay	-	-	-	-	58,280	10,840	69,120
Debt service:							
Principal	-	-	-	-	23,000	-	23,000
Interest	-	-	-	-	39,816	-	39,816
Total expenditures	<u>161,331</u>	<u>207,029</u>	<u>-</u>	<u>-</u>	<u>121,204</u>	<u>90,948</u>	<u>580,512</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	<u>87,461</u>	<u>21,178</u>	<u>11,738</u>	<u>1,401</u>	<u>(16,707)</u>	<u>14,530</u>	<u>119,601</u>
OTHER FINANCING SOURCES (USES)							
Proceeds from sale of capital assets	-	10,000	-	-	-	-	10,000
Transfers in	100,000	15,000	-	-	-	-	115,000
Transfers out	-	-	(25,782)	-	(15,000)	-	(40,782)
Total other financing sources (uses)	<u>100,000</u>	<u>25,000</u>	<u>(25,782)</u>	<u>-</u>	<u>(15,000)</u>	<u>-</u>	<u>84,218</u>
NET CHANGES IN FUND BALANCES	<u>187,461</u>	<u>46,178</u>	<u>(14,044)</u>	<u>1,401</u>	<u>(31,707)</u>	<u>14,530</u>	<u>203,819</u>
FUND BALANCES - BEGINNING	<u>338,397</u>	<u>18,626</u>	<u>14,044</u>	<u>62,655</u>	<u>76,887</u>	<u>62,735</u>	<u>573,344</u>
FUND BALANCES - ENDING	<u>\$ 525,858</u>	<u>\$ 64,804</u>	<u>\$ -</u>	<u>\$ 64,056</u>	<u>\$ 45,180</u>	<u>\$ 77,265</u>	<u>\$ 777,163</u>

BALANCE SHEET - component units

June 30, 2024

	<i>Tax Increment Finance Authority</i>	<i>Brownfield Redevelopment Authority</i>	<i>Downtown Development Authority</i>
ASSETS			
Cash	\$ 103,923	\$ 40,631	\$ 146,284
Investments	99,056	-	7,728
Receivables	-	90,000	-
	<u>-</u>	<u>90,000</u>	<u>-</u>
Total assets	<u>\$ 202,979</u>	<u>\$ 130,631</u>	<u>\$ 154,012</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Payables	\$ 2,467	\$ 127,594	\$ 1,402
Unearned revenue	-	-	842
	<u>2,467</u>	<u>127,594</u>	<u>2,244</u>
Total liabilities	2,467	127,594	2,244
Fund balances - unassigned	<u>200,512</u>	<u>3,037</u>	<u>151,768</u>
Total liabilities and fund balances	<u>\$ 202,979</u>	<u>\$ 130,631</u>	<u>\$ 154,012</u>
Reconciliation of the balance sheet to the statement of net position:			
Total fund balances	\$ 200,512	\$ 3,037	\$ 151,768
Amounts reported for the <i>component units</i> in the statement of net position (page 15) are different because:			
Certain assets of the <i>component units</i> are not current financial resources and, therefore, are not reported in the funds.	-	857,338	-
Some liabilities are not due and payable in the current period and, therefore, are not reported in the funds.			
Compensated absences	(1,400)	(1,500)	(700)
Note payable	-	(690,000)	-
	<u>(1,400)</u>	<u>(690,000)</u>	<u>(700)</u>
Net position of the <i>component units</i>	<u>\$ 199,112</u>	<u>\$ 168,875</u>	<u>\$ 151,068</u>

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND

BALANCES - *component units*

Year ended June 30, 2024

	<i>Tax Increment Finance Authority</i>	<i>Brownfield Redevelopment Authority</i>	<i>Downtown Development Authority</i>
REVENUES			
Property taxes	\$ 16,379	\$ 36,644	\$ 72,645
State grant	95,454	-	7,447
Intergovernmental	-	113,000	-
Interest	8,450	3,910	4,786
Other	-	-	7,957
Total revenues	120,283	153,554	92,835
EXPENDITURES			
Current - Public works	67,352	309,353	41,222
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	52,931	(155,799)	51,613
OTHER FINANCING SOURCE			
Loan proceeds	-	90,000	-
NET CHANGES IN FUND BALANCES	52,931	(65,799)	51,613
FUND BALANCES - BEGINNING	147,581	68,836	100,155
FUND BALANCES - ENDING	<u>\$ 200,512</u>	<u>\$ 3,037</u>	<u>\$ 151,768</u>
Net change in fund balance	\$ 52,931	\$ (65,799)	\$ 51,613
Amounts reported for <i>component units</i> in the statement of activities (page 16) are different because:			
Long-term debt - issuance	-	(90,000)	-
Change in net position of <i>component units</i>	<u>\$ 52,931</u>	<u>\$ (155,799)</u>	<u>\$ 51,613</u>

BUDGETARY COMPARISON SCHEDULE - Tax Increment Finance Authority

Year ended June 30, 2024

	<i>Original budget</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance with final budget positive (negative)</i>
REVENUES				
Property taxes	\$ 16,381	\$ 16,381	\$ 16,379	\$ (2)
State grant	104,593	104,593	95,454	(9,139)
Interest	<u>3,330</u>	<u>3,330</u>	<u>8,450</u>	<u>5,120</u>
Total revenues	<u>124,304</u>	<u>124,304</u>	<u>120,283</u>	<u>(4,021)</u>
EXPENDITURES				
Public works	<u>74,424</u>	<u>74,424</u>	<u>67,352</u>	<u>7,072</u>
NET CHANGES IN FUND BALANCES	49,880	49,880	52,931	3,051
FUND BALANCES - BEGINNING	<u>147,581</u>	<u>147,581</u>	<u>147,581</u>	<u>-</u>
FUND BALANCES - ENDING	<u><u>\$ 197,461</u></u>	<u><u>\$ 197,461</u></u>	<u><u>\$ 200,512</u></u>	<u><u>\$ 3,051</u></u>

BUDGETARY COMPARISON SCHEDULE - Brownfield Redevelopment Authority

Year ended June 30, 2024

	<i>Original budget</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance with final budget positive (negative)</i>
REVENUES				
Property taxes	\$ 36,647	\$ 36,647	\$ 36,644	\$ (3)
Intergovernmental	80,000	133,000	113,000	(20,000)
Interest	<u>1,207</u>	<u>1,207</u>	<u>3,910</u>	<u>2,703</u>
Total revenues	<u>117,854</u>	<u>170,854</u>	<u>153,554</u>	<u>(17,300)</u>
EXPENDITURES				
Public works	<u>128,943</u>	<u>325,493</u>	<u>309,353</u>	<u>16,140</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(11,089)	(154,639)	(155,799)	(1,160)
OTHER FINANCING SOURCE				
Loan proceeds	<u>-</u>	<u>90,000</u>	<u>90,000</u>	<u>-</u>
NET CHANGES IN FUND BALANCES	(11,089)	(64,639)	(65,799)	(1,160)
FUND BALANCES - BEGINNING	<u>68,836</u>	<u>68,836</u>	<u>68,836</u>	<u>-</u>
FUND BALANCES - ENDING	<u>\$ 57,747</u>	<u>\$ 4,197</u>	<u>\$ 3,037</u>	<u>\$ (1,160)</u>

BUDGETARY COMPARISON SCHEDULE - Downtown Development Authority

Year ended June 30, 2024

	<i>Original budget</i>	<i>Final budget</i>	<i>Actual</i>	<i>Variance with final budget positive (negative)</i>
REVENUES				
Property taxes	\$ 72,660	\$ 72,660	\$ 72,645	\$ (15)
State grant	7,752	7,752	7,447	(305)
Interest	1,484	3,984	4,786	802
Other	<u>5,850</u>	<u>5,850</u>	<u>7,957</u>	<u>2,107</u>
Total revenues	<u>87,746</u>	<u>90,246</u>	<u>92,835</u>	<u>2,589</u>
EXPENDITURES				
Public works	<u>40,478</u>	<u>43,976</u>	<u>41,222</u>	<u>2,754</u>
NET CHANGES IN FUND BALANCES	47,268	46,270	51,613	5,343
FUND BALANCES - BEGINNING	<u>100,155</u>	<u>100,155</u>	<u>100,155</u>	<u>-</u>
FUND BALANCES - ENDING	<u>\$ 147,423</u>	<u>\$ 146,425</u>	<u>\$ 151,768</u>	<u>\$ 5,343</u>

**SCHEDULE OF DEBT RETIREMENT AND ANNUAL INTEREST REQUIREMENTS -
 \$1,350,000 2012 CAPITAL IMPROVEMENT BONDS (PUBLIC SAFETY BUILDING)**

June 30, 2024

<i>Fiscal period</i>	<i>Interest requirements</i>		<i>Maturity date</i>	<i>Principal</i>	<i>Total requirements</i>
	<i>August 1</i>	<i>February 1</i>			
2025	\$ 19,514	\$ 19,514	02/01/25	\$ 23,000	\$ 62,028
2026	19,083	19,083	2/01/26	24,000	62,166
2027	18,633	18,633	2/01/27	25,000	62,266
2028	18,164	18,164	2/01/28	26,000	62,328
2029	17,677	17,677	2/01/29	27,000	62,354
2030	17,171	17,171	2/01/30	28,000	62,342
2031	16,646	16,646	2/01/31	29,000	62,292
2032	16,102	16,102	2/01/32	30,000	62,204
2033	15,539	15,539	2/01/33	31,000	62,078
2034	14,958	14,958	2/01/34	33,000	62,916
2035	14,339	14,339	2/01/35	34,000	62,678
2036	13,701	13,701	2/01/36	35,000	62,402
2037	13,046	13,046	2/01/37	36,000	62,092
2038	12,371	12,371	2/01/38	38,000	62,742
2039	11,658	11,658	2/01/39	39,000	62,316
2040	10,927	10,927	2/01/40	41,000	62,854
2041	10,158	10,158	2/01/41	42,000	62,316
2042	9,371	9,371	2/01/42	44,000	62,742
2043	8,546	8,546	2/01/43	45,000	62,092
2044	7,702	7,702	2/01/44	47,000	62,404
2045	6,821	6,821	2/01/45	49,000	62,642
2046	5,902	5,902	2/01/46	51,000	62,804
2047	4,946	4,946	2/01/47	53,000	62,892
2048	3,952	3,952	2/01/48	55,000	62,904
2049	2,921	2,921	2/01/49	57,000	62,842
2050	1,852	1,852	2/01/50	59,000	62,704
2051	745	745	2/01/51	39,760	41,250
	<u>\$ 312,445</u>	<u>\$ 312,445</u>		<u>\$ 1,040,760</u>	<u>\$ 1,665,650</u>

**SCHEDULE OF DEBT RETIREMENT AND ANNUAL INTEREST REQUIREMENTS -
 \$3,865,000 2012 SEWER SUPPLY SYSTEM REVENUE BONDS**

June 30, 2024

<i>Fiscal period</i>	<i>Interest requirements</i>		<i>Maturity date</i>	<i>Principal</i>	<i>Total requirements</i>
	<i>October 1</i>	<i>April 1</i>			
2025	\$ 18,738	\$ 17,051	10/01/24	\$ 135,000	\$ 170,789
2026	17,051	15,363	10/01/25	135,000	167,414
2027	15,363	13,613	10/01/26	140,000	168,976
2028	13,613	11,801	10/01/27	145,000	170,414
2029	11,801	9,926	10/01/28	150,000	171,727
2030	9,926	8,051	10/01/29	150,000	167,977
2031	8,051	6,113	10/01/30	155,000	169,164
2032	6,113	4,113	10/01/31	160,000	170,226
2033	4,113	2,051	10/01/32	165,000	171,164
2034	2,051	-	10/01/33	170,000	172,051
	<u>\$ 106,820</u>	<u>\$ 88,082</u>		<u>\$ 1,505,000</u>	<u>\$ 1,699,902</u>

**SCHEDULE OF DEBT RETIREMENT AND ANNUAL INTEREST REQUIREMENTS -
 \$500,000 2022 GENERAL OBLIGATION LIMITED TAX BONDS**

June 30, 2024

<i><u>Fiscal period</u></i>	<i><u>Interest requirements</u></i>	<i><u>Maturity date</u></i>	<i><u>Principal</u></i>	<i><u>Total requirements</u></i>
2025	\$ 12,929	06/01/25	\$ 29,000	\$ 41,929
2026	12,132	06/01/26	30,000	42,132
2027	11,302	06/01/27	31,000	42,302
2028	10,439	06/01/28	32,000	42,439
2029	9,543	06/01/29	32,000	41,543
2030	8,640	06/01/30	33,000	41,640
2031	7,707	06/01/31	34,000	41,707
2032	6,741	06/01/32	35,000	41,741
2033	5,743	06/01/33	36,000	41,743
2034	4,696	06/01/34	37,000	41,696
2035	3,604	06/01/35	38,000	41,604
2036	2,464	06/01/36	39,000	41,464
2037	<u>1,271</u>	<u>06/01/37</u>	<u>41,000</u>	<u>42,271</u>
	<u>\$ 97,211</u>		<u>\$ 447,000</u>	<u>\$ 544,211</u>

**SCHEDULE OF DEBT RETIREMENT AND ANNUAL INTEREST REQUIREMENTS -
 \$2,615,000 2024 GENERAL OBLIGATION LIMITED TAX BONDS, SERIES 2024**

June 30, 2024

<i>Fiscal period</i>	<i>Interest requirements</i>		<i>Maturity date</i>	<i>Principal</i>	<i>Total requirements</i>
	<i>September 1</i>	<i>March 1</i>			
2025	\$ 51,106	\$ 60,125	03/01/25	\$ 90,000	\$ 201,231
2026	57,875	57,875	03/01/26	80,000	195,750
2027	55,875	55,875	03/01/27	90,000	201,750
2028	53,625	53,625	03/01/28	90,000	197,250
2029	51,375	51,375	03/01/29	95,000	197,750
2030	49,000	49,000	03/01/30	100,000	198,000
2031	46,500	46,500	03/01/31	105,000	198,000
2032	43,875	43,875	03/01/32	115,000	202,750
2033	41,000	41,000	03/01/33	115,000	197,000
2034	38,125	38,125	03/01/34	125,000	201,250
2035	35,000	35,000	03/01/35	130,000	200,000
2036	31,750	31,750	03/01/36	135,000	198,500
2037	28,375	28,375	03/01/37	145,000	201,750
2038	24,750	24,750	03/01/38	150,000	199,500
2039	21,000	21,000	03/01/39	160,000	202,000
2040	17,800	17,800	03/01/40	160,000	195,600
2041	14,600	14,600	03/01/41	170,000	199,200
2042	11,200	11,200	03/01/42	180,000	202,400
2043	7,600	7,600	03/01/43	185,000	200,200
2044	3,900	3,900	03/01/44	195,000	202,800
	<u>\$ 684,331</u>	<u>\$ 693,350</u>		<u>\$ 2,615,000</u>	<u>\$ 3,992,681</u>

**SCHEDULE OF DEBT RETIREMENT AND ANNUAL INTEREST REQUIREMENTS -
 \$690,000 STATE REMEDIATION & REDEVELOPMENT DIVISION BROWNFIELD LOAN**

June 30, 2024

<i><u>Fiscal period</u></i>	<i><u>Interest requirements</u></i>	<i><u>Maturity date</u></i>	<i><u>Principal</u></i>	<i><u>Total requirements</u></i>
2025	\$ -	09/07/24	\$ -	\$ -
2026	-	09/07/25	-	-
2027	-	09/07/26	67,500	67,500
2028	9,338	09/07/27	58,163	67,501
2029	8,465	09/07/28	59,035	67,500
2030	7,580	09/07/29	59,921	67,501
2031	6,681	09/07/30	60,819	67,500
2032	5,768	09/07/31	61,732	67,500
2033	4,842	09/07/32	62,658	67,500
2034	3,903	09/07/33	63,598	67,501
2035	2,949	09/07/34	64,551	67,500
2036	1,980	09/07/35	65,520	67,500
2037	997	09/07/36	66,503	67,500
	<u>\$ 52,503</u>		<u>\$ 690,000</u>	<u>\$ 742,503</u>

City of Plainwell



"The Island City"

Brad Keeler, Mayor
Lori Steele, Mayor Pro Tem
Todd Overhuel, Council Member
Roger Keeney, Council Member
Randy Wisnaski, Council Member

Department of Administration Services
211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282
Web Page Address: www.plainwell.org

November 15, 2024

Siegfried Crandall P.C.
246 E. Kilgore Road
Portage, MI 49002

This representation letter is provided in connection with your audit of the financial statements of the City of Plainwell, Michigan, which comprise the respective financial position of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows, for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of November 15, 2024, the following representations made to you during your audit.

Financial statements

We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 1, 2024, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.

The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the City and all component units required by generally accepted accounting principles to be included in the financial reporting entity.

We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

The methods, significant assumptions, and data used in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in accordance with U.S. GAAP.

Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.

Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.

We are not aware of any pending or threatened litigation, claims or assessments, or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.

Information Provided

We have provided you with:

Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.

Additional information that you have requested from us for the purpose of the audit.

Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.

Minutes of the meetings of the Council or summaries of actions of recent meetings for which minutes have not yet been prepared.

All material transactions have been recorded in the accounting records and are reflected in the financial statements.

We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

We have no knowledge of any fraud or suspected fraud that affects the City and involves:

Management,

Employees who have significant roles in internal control, or

Others where the fraud could have a material effect on the financial statements.

We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements communicated by employees, former employees, regulators, or others.

We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, whose effects should be considered when preparing financial statements.

We have disclosed to you the names of the City's related parties and all the related party relationships and transactions, including any side agreements.

Government - specific

There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

The City has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.

We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.

There are no (except as disclosed) violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

As part of your audit, you assisted with preparation of certain end-of-year filings with the State of Michigan. We acknowledge our responsibility as it relates to that nonattest service, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the service. We have reviewed, approved, and accepted responsibility for the end-of-year filings with the State of Michigan.

The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

The financial statements include all component units and properly disclose all other joint ventures and other related organizations.

The financial statements include all fiduciary activities required by GASBS No. 84, as amended.

The financial statements properly classify all funds and activities in accordance with GASBS No. 34, as amended.

All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (restricted, assigned, and unassigned) are properly classified and, if applicable, approved.

Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

Revenues are appropriately classified in the statement of activities within program revenues or general revenues.

Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

Deposits and investments are properly classified as to risk and are properly disclosed.

Investments are properly valued.

Capital assets, including infrastructure assets, are properly capitalized, reported, and, if applicable, depreciated.

We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available and have determined that net position is properly recognized under the policy.

We are following our established accounting policy regarding which resources (that is, restricted, assigned, and unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

We agree with the findings of the specialist in evaluating the defined benefit OPEB plan and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to the specialist with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialist.

We believe that the actuarial assumptions and methods used to measure OPEB liabilities and costs, for financial accounting purposes, are appropriate in the circumstances.

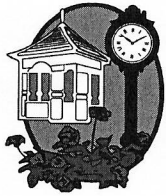
We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

With respect to the combining balance sheet and combining statement of revenues, expenditures, and changes in fund balances for the nonmajor governmental funds, and the balance sheet, statement of revenues, expenditures, and changes in fund balances, and budgetary comparison schedules for the component units, and the schedules of bond retirement and annual interest requirements (supplementary information), on which an in-relation-to opinion is issued, we acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

Siegfried Crandall P.C.
Page 5
November 15, 2024

Signed: 
Title: City Manager

Signed: 
Title: City Treasurer



"The Island City"

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

TO: City Council / Justin Lakamper, City Manager
FROM: Luke Keyzer, Deputy Supt. Water Renewal
DATE: November 21, 2024
SUBJECT: Approval for replacement of West Tech Grit Mitt

SUGGESTED MOTION: I motion to approve W. Soule to remove and replace existing grit removal equipment in grit building for \$12,822.

BACKGROUND INFORMATION: The existing grit removal equipment has begun to wear through the existing stainless-steel trough. It needs to be replaced before it fails. W. Soule is going to fabricate the new one.

ANALYSIS: This price is for a local company to fabricate a new trough out of stainless steel to replace the old one. We are waiting for a quote from West Tech, but the price from West Tech will be at least twice this high.

BUDGET IMPACT: This project will come out of 590-540-931.



Process Solutions • Fabrication Innovation

November 12, 2024

Bryan Pond
City of Plainwell Water Renewal
129 Fairlane St
Plainwell, MI 49080

Re: Grit Mitt Auger Quote

Dear Bryan,

We are pleased to provide a quote for the new auger housing per below

Scope of Work:

- Measure existing housing
- Fabricate new housing from 12ga 304SS
- Disassemble auger
- Install new housing
- (4) New wear bars included
- Reassemble
- Includes 12 ga 304 SS wall flashing

Total Cost \$12,822.00

Exclusions:

- Electrical
- Piping
- Modifications to auger itself
- Overtime

Thank you for the opportunity to quote this project. If you should have any questions and/or comments, please contact me at your convenience.

Sincerely

Justin Hoikka
W. Soule & Company

CORPORATE OFFICE

P.O. Box 2169 (49003) | 7125 S. Sprinkle Road | Portage, MI 49002
(269) 324-7001 | Fax (269) 324-7950
www.wsoule.com



"The Island City"

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

to: Mayor and City Council
FROM: Justin Lakamper, City Manager
DATE: November 25th, 2024
SUBJECT: Capital Improvement Plan

SUGGESTED MOTION: I motion to approve the 2024-2030 Capital Improvement Plan as presented.

BACKGROUND INFORMATION: A Capital Improvement Plan (CIP) is a long-term planning tool that identifies and schedules major physical infrastructure projects and investments, over a six-year period. It serves as a roadmap for the City to manage large-scale expenditures on assets such as buildings, roads, utilities, parks, and equipment. The last update was done 2022 so we are adding two years onto to the existing CIP. The CIP is created by city staff for approval by both the Planning Commission and City Council. The Planning Commission has approved the CIP as presented.

ANALYSIS: All of the department heads and myself have gone through the CIP, removed completed projects, added new ideas and needs, and moved existing projects around to better reflect the realities of financing for some of these projects. Not all the projects on this list will be feasible in the timeline presented however, having a robust CIP helps us with planning and understanding all of the wants and needs of the City in terms of capital projects. Going forward we will be updating this annually around budget time.

BUDGET IMPACT: None

ATTACHMENTS: CIP



CITY OF PLAINWELL

CAPITAL IMPROVEMENT PLAN

2024-2030



City Council:

Adopted November xx, 2024

- Mayor – Brad Keeler
- Mayor Pro-Tem - Lori Steele
- Councilmember – Cathy Green
- Council member - Roger Keeney
- Councilmember – Randy Wisnaski

City Planning Commission:

Adopted November xx, 2024

- Chairperson – Rachel Colingsworth
- Vice-Chairperson – Vacant
- Commissioner – Stephen Bennet
- Commissioner - Kevin Hammond
- Commissioner - Jay Lawson
- Commissioner – Beth Raich
- Commissioner – Lori Steele

The Island City

WHAT IS A CAPITAL IMPROVEMENT PLAN?

A Capital Improvement Plan (CIP) is a flexible multi-year plan based upon long range infrastructure needs of the City. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements and to maintain, preserve and/or schedule replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the tools and policies of the Council and community.

WHAT IS A CAPITAL PROJECT?

A Capital Project is a project that helps maintain or improve a City asset. To be included in the City's Capital Improvement Plan, a project must have a total cost of at least \$10,000 over the life of the project and meet at least ONE of the following criteria:

- New construction, expansion, renovation, or replacement for an existing facility or facilities. Project costs can include the cost of land, professional services (i.e. engineering/architectural) or contracted services needed to complete the project.
- or-
- It is a purchase of a major piece of equipment with a useful life of at least 10 years.
- or-
- It is considered a major maintenance or rehabilitation project for existing facilities.

CAPITAL IMPROVEMENT PLAN & THE COMMUNITY

The CIP informs the community on how the City plans to address significant capital needs over the next six-years (6). The benefits of the CIP to the community include:

- Optimizes the use of revenue;
- Coordinates the community's physical planning with its fiscal planning capabilities;
- Helps to guide future growth and development;
- Promotes efficient and responsible government;
- Encourages intergovernmental and regional cooperation;
- Helps to promote a predictable, sound and stable financial program;
- Provides adequate time for planning and engineering of projects;
- Enhances opportunities to leverage private, federal, and state funding;
- Increases opportunities to "pay as you go" thereby reducing additional interest and other charges.

The CIP represents the City's plan to serve our residents and anticipates future needs of the community. Projects are guided by various development plans and policies established by the City which include but not limited to:

- Master Plan
- DDA/BRA/TIFA Plans
- Recreational Plan
- Goals and objectives of the City Council
- Administrative Policies
- Mission Statement

CAPITAL IMPROVEMENT PLAN PROCESS & THE BUDGET

Preparation of the CIP is done under the authority of Article IV of the Michigan Planning enabling Act (P.A. 33 of 2008). The goal of the CIP is to implement the Master Plan and to assist in the community's long term financial planning.

Each year all projects included within the CIP are reviewed, potentially new projects are reviewed, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or timeline. A new year of programming is also added each year to replace the year funded in the annual operating budget. The CIP program should continue to develop over time by adding features to gradually improve quality and sophistication. Roles and responsibilities during the Capital Improvement Process include:

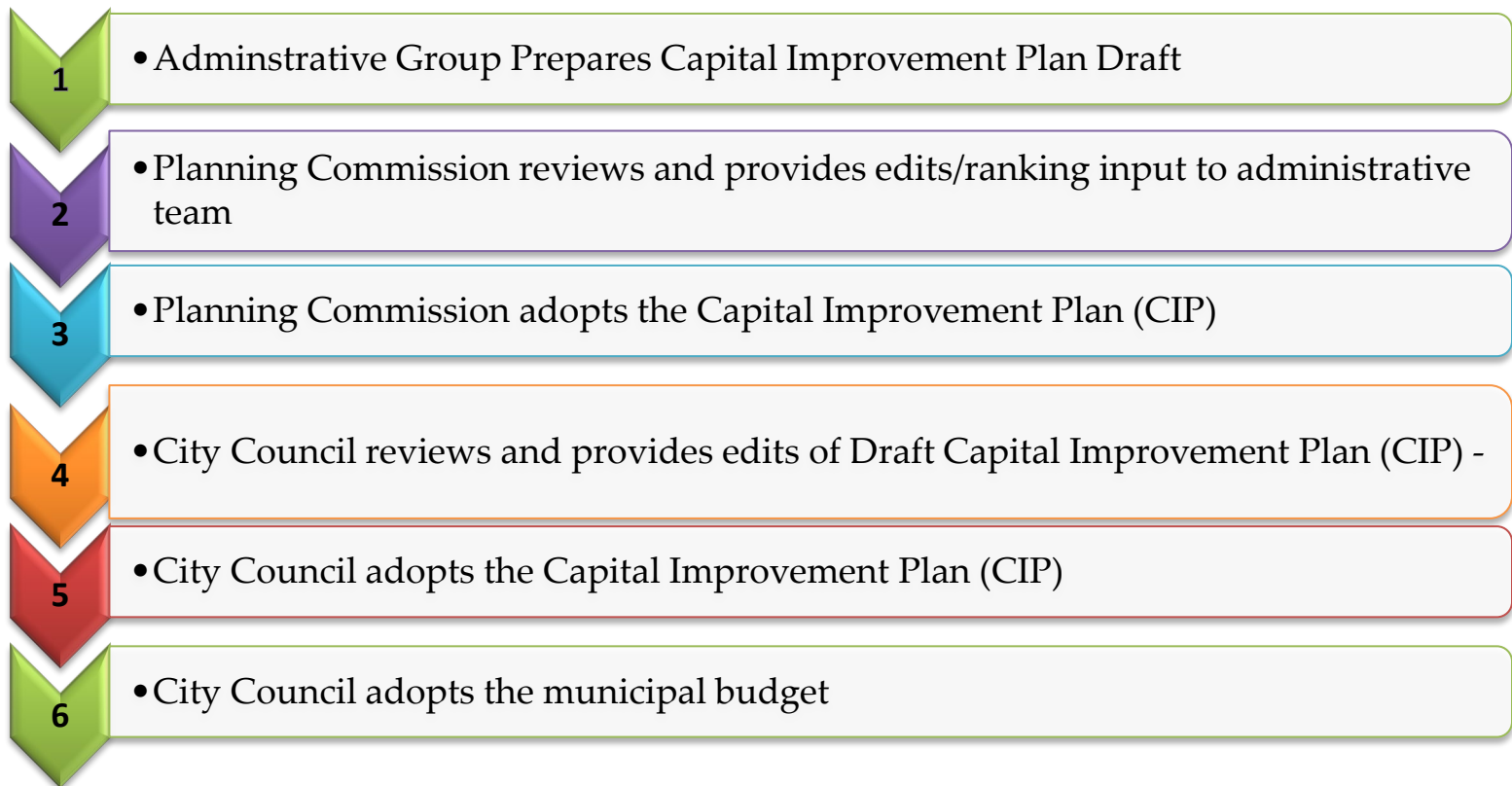
The Administrative Group clarifies any issues, finalizes the ratings and brings the CIP draft forward to the Planning Commission. Members of the Administrative Group include:

City Manager
City Department Heads

The Planning Commission works with the Policy Group during the plan development, conducts workshops (if necessary), reviews recommendations, receives public input, conducts hearings, adopts the plan and requests the governing body to consider incorporating funding for the first year projects in the municipal budget.

The City Council is encouraged to use the Capital Improvement Plan as a tool in the adoption of the annual budget process in accordance with its goals and objectives.

Residents are encouraged to participate in plan development by working with various Boards, Commissions and staff.



REVIEW & SCORING CRITERIA

A wide range and variety of capital improvements are included in this Capital Improvement Plan. The following list identifies criteria the City uses to review potential projects:

- Required to fill any federal or state judicial administrative requirements;
- Ability to capture outside sources of funding;
- Impact on annual operating and maintenance costs;
- Relationship to overall fiscal policy and capabilities;
- Projects readiness in relation to planning/implementation;
- Relationship to the needs of the community;
- Relationship to other projects;
- Distribution and coordination of projects throughout the community;
- Relationship to other community plans;

A project's ultimate funding depends upon a number of factors – not only its merit, but also its location, cost, funding source, and logistics. Priority rankings do not necessarily correspond to that project being funded for any given year. For example, a road-widening project which is ranked lower than a park project may be funded before the park project because the road project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. Scoring is based on priority need as follows:

SAMPLE:

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	
Needed to comply with local, state or federal law	5	Yes	-	No	
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	
Service area of project	2	Regional	City-Wide	Neighborhood	
Department Priority	2	High	Medium	Low	
Project delivers high level of service	2	High	Medium	Low	
Priority Points Earned					Total Project Score: <input type="text"/>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

FUNDING THE CAPITAL IMPROVEMENT PLAN

Because the capital improvements projects involve the outlay of substantial funds, numerous sources are necessary to provide financing over the life of the project. Many capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. For example, funds raised by the community of City of Plainwell's solid waste millage must be used for the purposes that were stated when the voters approved the millage. The CIP has to be prepared with some projections as to the amount of money available. The following is a summary of potential funding sources for projects included in a capital improvements program:

Cash – Fund Balance

The City endeavors to fund capital projects with cash (fund balance) whenever possible. The obvious benefit is the elimination of interest payments and/or other fees and charges associated with debt service.

Enterprise Funds (reserve) funds

In enterprise financing, funds are accumulated in advance for capital requirements. Enterprise funds not only pay for capital improvements, but also for the day-to-day operations of community services and the debt payment on revenue bonds. The community can set levels for capital projects; however, increases in capital expenditures for water mains, for example, could result in increased rates. Enterprise fund dollars can only be used on projects related to that particular enterprise fund, i.e., only water system funds can only be used on water system funds.

Bonds

6

When the City sells bonds, purchasers are, in effect, lending the community money. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who benefit from the capital improvements over a period of time should help the community pay for them. The City of Plainwell may issue bonds in two forms:

General Obligation (G.O.) bonds

Perhaps the most flexible of all capital funding sources, G.O. bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the community is pledged to pay interest and principal to retire the debt. Voter approval is required if the community wants to increase the taxes that it levies and the amount is included in City of Plainwell’s state-imposed debt limits. To minimize the need for property tax increases, the community makes every effort to coordinate new bond issues with the retirement of previous bonds. G.O. bonds are authorized by a variety of state statutes

Revenue bonds

Revenue bonds are sold for projects that produce revenues, such as water and sewer system projects. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike G.O. bonds, revenue bonds are not included in the community state-imposed debt limits because the full faith and credit of the community back them. Revenue bonds are authorized by Public Act of 1933, the Revenue Bond Act.

Weight and gas tax

Based on a formula set by the State of Michigan, the community of City of Plainwell receives a portion of the tax placed on motor fuel and highway usage in the state. The restrictions placed on the expenditure of these funds insure that they will be spent on transportation-related projects or operations and services. These are commonly called Act 51 funds.

Tax Increment Financing (TIF)

TIF is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that result from a redevelopment project to pay for project-related public improvements. For purposes of financing activities within Plainwell's downtown district, the Downtown Development Authority adopted a 30-year TIF plan in 1982. Public Act 281 of 1986, the Local Development Finance Authority Act and Public Act 450 of 1980, the Tax Increment Financing Act authorizes TIF.

Millages

The property tax is a millage that is one of the most important sources of community revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to a property’s net value, following the application of all exemptions and a 50 percent equalization ratio.

Federal and state funds

7

The federal and state governments make funds available to communities through numerous grants and aid programs. Some funds are tied directly to a specific program. The community has discretion (within certain guidelines) over the expenditure of others. For the most part, the community has no direct control over the amount of money received under these programs.

Special assessments

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment, i.e. by those who directly benefit. Local improvements often financed by this method may include new street improvements (including pavement, curb and gutter, sidewalks, etc.), sanitary and storm sewers, and water mains.

Developer contributions

Sometimes capital improvements are required to serve new development. Where funding is not available for the community to construct the improvements, developers may agree to voluntarily contribute their share or to install the facilities themselves so the development can go ahead.

MISSION STATEMENT, VISION STATEMENT AND GOALS

Mission

The City of Plainwell is dedicated to delivering high quality services that promote a safe, healthy and quality lifestyle fostered through an open, responsible and cost effective government.

Vision

Plainwell is a place that is desirable to work, live and visit because of its natural beauty, economic vitality and quality family atmosphere.

City Council Goals

- Recognize the vital importance of customer service and how it is indistinguishable from the virtues of public service.
- Prioritize resources in a manner that is fiscally responsible and accountable to our residents and businesses.
- Respect, protect and celebrate the Kalamazoo River and other natural features of the City.
- Ensure our community is safe for both our residents and visitors.
- Proactively promote and preserve our existing businesses while ensuring Plainwell is an attractive community to invest in.
- Support the high quality and character of our neighborhoods.

RELATIONSHIP BETWEEN THE CIP AND THE MASTER PLAN

The CIP is intended to complement the Master Plan to help ensure projects will be completed to meet the goals and objectives of the Master Plan. The CIP is a flexible document that is meant to be re-evaluated and amended each year. At a minimum, the City identifies capital projects to be completed within the next six (6) succeeding years. In some instances, the City will identify projects 10, 20 or 30 years into the future. It is important to note that while capital projects are identified, available resources will not always be readily available. This will require difficult decisions be made in prioritizing potential CIP projects.

CAPITAL PROJECT CATEGORIES

There are several broad categories in which the City organizes prospective projects, those categories include:

- Utility and Infrastructure
- Public Safety, Health and Welfare
- Community Facilities and Development
- Transportation
- Parks and Open Space
- Motor Pool and Equipment

Within each category, further organization of projects occurs at the department level (water, sewer, streets, etc.)

SUMMARY AND DETAIL SHEETS

The following section of this plan is divided into two sections, a summary section and an addendum.

Summary:

The Summary section of this plan provides a quick glimpse of planned projects in each of the six categories.

Addendum:

The Addendum section of this plan will include a Detail Sheet of each project as well as the corresponding Needs Assessment Scoring Criteria of that project. The Detail Sheet will provide the reader with additional information about the project not found in the Summary section. While not always the case, it is important to note that the information on the Detail Sheet is intended to be completed on projects within the next two to three succeeding years. The Addendum is organized as follows:

Addendum 1.....	Utilities & Infrastructure
Addendum 2.....	Transportation
Addendum 3.....	Public Safety, Health &Welfare
Addendum 4.....	Parks & Open Space
Addendum 5.....	Community Facilities & Development
Addendum 6.....	Motor Pool & Equipment

Project Title	FY	CIP #	Priority	Total Cost	City Cost	Non-City Funds
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Totals:	\$686,000	\$421,000	\$265,000
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Utility and Infrastructure projects provide the framework in which the City delivers services to not only today's residents, but future generations. Typical projects include, but are not limited to: water, sewer, storm water, buildings, communications and other endeavors that seek to meet the needs of a growing and dynamic community.

UTILITY AND INFRASTRUCTURE SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
Bio Odor Control Study	24-25	UI-24-01	Important	\$30,000	\$30,000	
Water Tower Painting - Interior	24-25	UI-24-02	Important	\$240,000	\$240,000	\$0
Water Tank Exterior Cleaning	25-26	UI-25-01	Desirable	\$10,000	\$10,000	\$0
Leak Detection – City Wide	25-26	UI-25-02	Desirable	\$10,000	\$10,000	\$0
New Control Panel Wakefield Lift Station	25-26	UI 25-03	Important	\$20,000	\$20,000	\$0
N. Main Street Water Relay - Bridge to Bannister 10"	26-27	UI-26-01	TBD	\$45,000	\$45,000	\$0
Replace Drive Assembly on Duperon Screen WR	26-27	UI 26-02	Important	\$75,000	\$75,000	\$0
Digester Coating & Covers Interior	27-28	UI-27-01	Important	\$125,000	\$125,000	\$0
Ice Pigging for Cushman Force main	27-28	UI-27-02	Urgent	\$400,000	\$400,000	\$0
Industrial Parkway Water Loop	28-29	UI-28-01	TBD	\$347,600	\$347,600	\$0
VFD - Replace 3 variable frequency drives wells 2-5-7	28-29	UI-28-02	TBD	\$10,000	\$10,000	\$0
Water Tower Painting - Exterior	28-29	UI-28-03	TBD	\$90,000	\$90,000	\$0
Biotower/ Biobed Replacement WR	28-29	UI 28-04	Urgent	\$250,000	\$250,000	\$0
Replace all Plant MCC Panels - WR	28-29	UI-28-05	Important	\$800,000	\$800,000	\$0
2" Water Main Replacement with 8"-Various Locations	29-30	UI-29-01	TBD	\$118,000	\$118,000	\$0
Obsolete Water Tower Removal	29-30	UI-29-02	Desirable	\$85,000	\$85,000	\$0
Replace Cushman Lift Station	30-31	UI-30-01	Important	\$1,000,000	\$1,000,000	\$0
Acorn Street - Water Main	32-31	UI-32-01	TBD	\$95,000	\$95,000	\$0
Water Tower - Exterior Cleaning	33-34	UI-33-01	TBD	\$10,000	\$10,000	\$0

Transportation projects center around the City’s network of streets. Investing in our streets is vital to a healthy community since the goods and people that are transported support our economy. The City has over 19.92 miles of road that need to be maintained. In part, the City uses a Pavement Surface Evaluation System (PASER) to prioritize projects. Opportunities to invest in transportation can include street construction and rehabilitation, non-motorized, access management issues and signal technology.

TRANSPORTATION SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
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South Main	24-25	T-24-01	Important	\$350,000	\$85,000	\$265,000
Acorn/Wakefield Ct.	25-26	T-25-01	Important	190,000	190,000	\$0
Roberts, Orchard and Forbes. – Mill/Fill	25-26	T-25-02	Important	\$64,000	\$64,000	\$0
1 st and 2 nd Avenue	25-26	T-25-03	Important	\$150,000	\$150,000	\$0
Cottage Street	26-27	T-26-01	Important	\$80,000	\$80,000	\$0
New Orchard Neighborhood	27-28	T-27-01	Important	\$200,000	\$200,000	\$0
Union, between Warrant/Church	28-29	T-28-01	Important	\$84,000	\$84,000	\$0
S. Sunset	29-30	T-29-02	Important	\$50,000	\$50,000	\$0
Michigan Ave.						
W. Grant Street						
Kenwood						
E. Brighton from S. Woodhams/Hicks						
Oak Street						
Court Street						
Island Avenue – Mill/Fill						

Public Safety, Health and Welfare capital improvement investments supports the infrastructure, equipment and training necessary to provide effective emergency response services. The City of Plainwell is a full-service Public Safety department. All full-time Public Safety Officers are certified as police, fire and medical first responders. Typical projects include police and fire response vehicles and equipment needed to improve response time, working conditions, and safety for our employees and residents.

PUBLIC SAFETY, HEALTH AND WELFARE SUMMARY						
Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds

Police and Fire Radio	26-27	PS-26-01	Important	\$150,000	\$150,000	TBD
SCBA Pack Replacement & Harness	27-28	PS-27-01	Important	\$80,000	\$80,000	TBD
Fire Truck Replacement	27-28	PS-27-02	Important	\$800,000	\$800,000	TBD
Police Tasers 10	28-29	PS-28-01	Important	\$36,000	\$36,000	TBD
Body Cameras	29-30	PS-29-01	Important	\$34,766	\$34,766	TBD

The City of Plainwell has 7 public parks ranging in size from a small roadside pull off of less than an acre, to over 29 acres. Overall park space encompasses 85 acres of land and 7.3% of the City's land use. The City is currently updating its 2016 Community Recreation Plan which includes additional information about the park system. Capital improvement recommendations within the Community Recreation Plan will be reviewed in concert with the City's Master Plan.

PARKS AND OPEN SPACE SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
Brooks Plaza/ Hicks Park Fire Pit	24-25	P-24-01	Moderate	\$56,000	\$56,000	\$0
Remove and replace narrow walkway, bench pad – Hicks Park	24-25	P-24-02	Desirable	\$10,000	\$10,000	\$0
River Restoration Project- Eng	25-26	P-25-01	Desirable	\$500,000	\$0	\$500,000
Pave Lot -Cook Park	25-26	P-25-02	Moderate	\$51,100	\$51,100	\$0
Informational Signage - Riverwalk	25-26	P-25-03	Moderate	\$20,00	\$20,000	\$0
Erosion Control – Hicks/City Hall	25-26	P-25-04	TBD	\$10,000	\$10,000	\$0
Trestle Bridge Restoration	26-27	P-26-01	TBD	\$250,000	\$250,000	\$0
Benches,/Trash Rec/Bike Rack – Kenyon Park	26-27	P-26-02	Desirable	\$10,000	\$10,000	\$0
Upper Cook Playground Equip	27-28	P-27-01	Desirable	\$30,000	\$30,000	\$0
Sherwood Park Playground Equip	27-28	P- 27-02	Desirable	20,000	\$20,000	\$0
Brush Clearing – Kenyon	29-30	P-29-01	Moderate	\$25,000	\$25,000	\$0
Deck Boards Hand Railings - Riverwalk	29-30	P-29-01	TBD	\$200,000	\$200,000	\$0
Accessible Route to Watercraft Platform - Riverwalk						
New Hand Railings – Riverwalk						
*Accessible Play structure/New Surfacing – Thurl Cook Park						
Bury/Relocate Electric Lines – Study – Fannie Pell Park						
Remove & Relocate steep walk<5% (6' wide) Landscape Barrier to M89 – Hicks Park						
Playground (Access Route/Edge Restraint/Surfacing) –Hick Park						
Parking lot repair/access route to Gazebo – Fannie Pell Park						

Extend Trail to Thurl Cook Park						
Screen "Backdoor" of Businesses (Fence/Landscape) -Riverwalk						
Band shell – Alternative Bathroom						
Benches,/Trash Rec/Bike Rack/swings – Hicks Park						
New Fishing Platform/Railings/Accessible Route, landscaping and amenities Riverwalk						
Add benches, trash bins, doggie waste bag - Riverwalk						
Playground Improvements/Surfacing, Etc. Sherwood Park						
Watercraft/Pedestrian Platform Darrow Park						
Installation of concrete path to fields – Kenyon Park						
Benches/Trash/Bike Rack						
Paved Parking Area - Kenyon						
Non-Motorized Trail – Thurl Cook						
Benches,/Trash Rec/Bike Rack/ Drinking Fountain – Thurl Cook						
Pedestrian walkway enhancements/extend accessible walk from Riverwalk to parking Sherwood Park						
Restroom Improvements- Cook						
Drainage Improvements - Cook						
Security Enhancements - Cook						
Extend Riverwalk to Library						
Designate/install watercraft landing – Sherwood Park						
Access Route (5' wide) – Thurl Cook Park						

The City of Plainwell owns and operates a number of facilities throughout the community. Typical projects include, but are not limited to building (plus accessory structures) repairs, maintenance and/or demolition. Additionally, funding for community development planning costs such as the

Master Plan, Recreation Plan, Tax Increment Finance Plan (TIFA), Downtown Development Authority Plan (DDA) and Brownfield Redevelopment Plan (BRA) are allocated in this category.

COMMUNITY FACILITIES & DEVELOPMENT SUMMARY						
Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds

Computer Equipment/Software	25-26	CF-25-01	Desirable	\$36,000	\$36,000	\$0
Computer Equipment/Software	26-27	CF-26-01	Desirable	\$42,000	\$42,000	\$0
Airport Fuel System Upgrades	26-27	CF-26-02	Moderate	\$14,000	\$14,000	\$0
Computer Equipment/Software	27-28	CF-27-01	Desirable	\$46,000	\$46,000	\$0
Mill Roofs	29-30	CF-29-01	TBD	\$500,000	\$500,000	TBD

The Motor Pool and Equipment fund purchases vehicles and equipment that are then used by varies¹⁷ departments within the City. The City establishes a rental rate which is paid by each department to that Motor Pool that utilizes the vehicle or and equipment. Typical investments are police and fire vehicles such as a fire truck or police cruiser or vehicles and ancillary equipment used for utility and transportation functions.

MOTOR POOL & EQUIPMENT SUMMARY						
Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds

Police Patrol Vehicle	26-27	MP-26-01	Important	\$70,000	\$70,000	\$0
Zero Turn Mower	26-27	MP-26-02	Important	\$15,000	\$15,000	\$0
Riding Blower	27-28	MP-27-01	Important	\$12,000	\$12,000	\$0
Police Patrol Vehicle	28-29	MP-28-01	Important	\$70,000	\$70,000	\$0
DPW Bucket Truck	29-30	MP-29-01	Important	\$150,000	\$150,000	\$0


ADDENDUM #1

DETAIL SHEET




UTILITIES & INFRASTRUCTURE


DETAIL SHEET


Project Title: Water Tower Painting-Interior				Priority: Important	
Category: Utility and Infrastructure (UI)			Date of Assessment: 10-17-18		
Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent				CIP#: UI-24-02	
Participating Fund(s): Water			Estimated Project Cost: \$240,000		
Available Fund(s) for Project: TBD			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used: No – possible bond proceeds, cash					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input type="checkbox"/> YES: <input checked="" type="checkbox"/>					
Description: Drain, clean and paint the interior of the water tower.					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input checked="" type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">20 Year Water Plan - CIP</div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b style="color: red;">Priority Points Earned <div style="display: flex; justify-content: space-around; font-weight: bold; color: red;"> Low Moderate Desirable Important Urgent </div> <div style="display: flex; justify-content: space-around; font-weight: bold; color: red;"> 0-24 25-49 50-74 75-99 100-125 </div> </div> <div style="text-align: right;"> Total Project Score: <div style="border: 1px solid black; padding: 5px; font-weight: bold; font-size: 1.2em;">83</div> </div> </div>					


DETAIL SHEET

Project Title: Water Tower Exterior Cleaning				Priority: Desirable	
Category: Utility and Infrastructure (UI)			Date of Assessment: 10-17-18		
Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent				CIP#: UI-25-01	
Participating Fund(s): Water			Estimated Project Cost: \$10,000		
Available Fund(s) for Project: TBD			Estimated Start Date: Fall 2025		
Are any non-City (or potential) funds be used: No					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: Power wash exterior of tower					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input checked="" type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">20 Year Water Plan - CIP</div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	2
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	5
Priority Points Earned <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Low Moderate Desirable Important Urgent </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 0-24 25-49 50-74 75-99 100-125 </div>					Total Project Score: <div style="border: 1px solid black; padding: 5px; width: 40px; margin: 0 auto; text-align: center;">59</div>

DETAIL SHEET

Project Title: Leak Detection				Priority: Desirable	
Category: Utility and Infrastructure			Date of Assessment: 10-16-18		
Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent				CIP#: UI-25-02	
Participating Fund(s): Water			Estimated Project Cost: \$10,000		
Available Fund(s) for Project: Cash			Estimated Start Date: Fall 2025		
Are any non-City (or potential) funds be used: TBD					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: Conduct city wide leak detection activities at a variety of locations to determine infrastructure improvements.					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input checked="" type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; min-height: 40px;">CIP</div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	6
Priority Points Earned <div style="display: flex; justify-content: space-around; font-weight: bold;"> Low Moderate Desirable Important Urgent </div> <div style="display: flex; justify-content: space-around; font-weight: bold;"> 0-24 25-49 50-74 75-99 100-125 </div>					Total Project Score: <div style="border: 1px solid black; padding: 5px; width: 40px; margin: 0 auto;">65</div>

DETAIL SHEET					
Project Title: Wakefield lift station Panel & Improvements				Priority: Urgent	
Category: Utility and Infrastructure			Date of Assessment:		
Assessment Prepared By: Bryan Pond, Water Renewal Superintendent				CIP#: UI-25-03	
Participating Fund(s): Sewer			Estimated Project Cost: \$20,000		
Available Fund(s) for Project: Cash			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used: No					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
This project replaces the control panel and upgrades the station as needed to meet the new requirement of the proposed industrial park extension and it sewer collection east of the station.					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input checked="" type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; min-height: 40px;">No</div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	3	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	3	Yes	-	No	3
Project conforms to adopted program, policy or plan	3	Adopted Council plan	Consistent with Admin. policy	No policy	9
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	5	20+ Years	10-19 Years	Less than 10	15
Service area of project	3	Regional	City-Wide	Neighborhood	15
Department Priority	3	High	Medium	Low	15
Project delivers high level of service	3	High	Medium	Low	15
Priority Points Earned					
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
Total Project Score:					102

DETAIL SHEET					23
Project Title: Duperon Screen Head Drive Assembly Replacement				Priority: Important	
Category: Utility and Infrastructure			Date of Assessment: 9-1-24		
Assessment Prepared By: Bryan Pond, Water Renewal Superintendent				CIP#: UI-26-02	
Participating Fund(s): Sewer			Estimated Project Cost: \$75,000		
Available Fund(s) for Project: Cash			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used: No					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
This project replaces the whole screen drive head and its rotating parts, bearings.					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input checked="" type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; min-height: 40px;">No</div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	3	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	3	Yes	-	No	3
Project conforms to adopted program, policy or plan	3	Adopted Council plan	Consistent with Admin. policy	No policy	9
Project remediates an existing or projected deficiency	2	Complete remedy	Significant remedy	Minimal remedy	10
Contributes to the long term needs of the community	3	20+ Years	10-19 Years	Less than 10	9
Service area of project	3	Regional	City-Wide	Neighborhood	15
Department Priority	3	High	Medium	Low	15
Project delivers high level of service	2	High	Medium	Low	10
<b style="color: red;">Priority Points Earned <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Low Moderate Desirable Important Urgent </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 0-24 25-49 50-74 75-99 100-125 </div>					Total Project Score: <div style="border: 1px solid black; padding: 5px; width: 40px; float: right; margin-top: 10px;">86</div>

DETAIL SHEET

24

Project Title: Digester Coating & Covers Ext.

Priority: Important

Category: Utility and Infrastructure

Date of Assessment: 10-17-19

Assessment Prepared By: Bryan Pond, Water Renewal Superintendent

CIP#: UI-27-01

Participating Fund(s): Sewer

Estimated Project Cost: \$125,000

Available Fund(s) for Project: Cash

Estimated Start Date: TBD

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☒ YES:

Description: When the new covers were put on in 2005 the engineering plan did not include coating the interior of the tanks, leaks were treated at the time, new leaks have developed since then.

Basis of Cost Estimate (Check):

- ☒ Cost of comparable facility/equipment
- ☐ Rule of thumb indicator/unit cost
- ☐ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☐ If yes, identify:

CIP

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score

(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	25
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	10
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	6


Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125


Total Project Score:


93


DETAIL SHEET

Project Title: Ice pigging for Cushman forcemmain				Priority: Urgent	
Category: Utility and Infrastructure			Date of Assessment: 9/6/2024		
Assessment Prepared By: Bryan Pond, Water Renewal Superintendent				CIP#: UI-27-02	
Participating Fund(s): Sewer			Estimated Project Cost: \$400,000		
Available Fund(s) for Project: Cash			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used: No					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
This project is the cleaning of the forcemmain that goes from Cushman pump station to the Water Renewal Plant. https://www.americanpipelinesolutions.com/					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input checked="" type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; min-height: 40px;">No</div>					
NEEDS ASSESSMENT SCORING CRITERIA			Category		
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	4	Yes	-	No	4
Project conforms to adopted program, policy or plan	2	Adopted Council plan	Consistent with Admin. policy	No policy	6
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	3	20+ Years	10-19 Years	Less than 10	9
Service area of project	4	Regional	City-Wide	Neighborhood	20
Department Priority	3	High	Medium	Low	15
Project delivers high level of service	3	High	Medium	Low	15
Priority Points Earned <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Low Moderate Desirable Important Urgent </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 0-24 25-49 50-74 75-99 100-125 </div>					Total Project Score: <div style="border: 1px solid black; padding: 5px; width: 50px; float: right;">109</div>

DETAIL SHEET

Project Title: Biotower/ biobed replacement				Priority: Urgent	
Category: Utility and Infrastructure (UI)			Date of Assessment: 9-6-2024		
Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent				CIP#: UI-28-04	
Participating Fund(s): Sewer			Estimated Project Cost: \$250,000		
Available Fund(s) for Project: \$0			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used: Potential bond project					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
This project is replacing the existing biobed media that is in use today.					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input checked="" type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> CIP – estimated was acquired from another community's construction cost (New Castle, Del.) </div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	3	Regional	City-Wide	Neighborhood	15
Department Priority	4	High	Medium	Low	20
Project delivers high level of service	3	High	Medium	Low	15
Priority Points Earned Low Moderate Desirable Important Urgent 0-24 25-49 50-74 75-99 100-125					Total Project Score: 113

DETAIL SHEET					27
Project Title: Replace All Plant MMC Panels				Priority: Important	
Category: Utility and Infrastructure (UI)			Date of Assessment: 11-4-2024		
Assessment Prepared By: Bryan Pond, Water Renewal Superintendant				CIP#: UI-28-05	
Participating Fund(s): Sewer			Estimated Project Cost: \$800,000		
Available Fund(s) for Project: \$0			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used:					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
This project replaces all of the plant electrical panel and sub-panels Motor Starter parts getting very hard to find for 1980 panels.					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input checked="" type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; min-height: 40px;">No</div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	10
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Low Moderate Desirable Important Urgent </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> 0-24 25-49 50-74 75-99 100-125 </div>					Total Project Score: <div style="border: 1px solid black; display: inline-block; padding: 5px 20px; margin-top: 5px;">93</div>

DETAIL SHEET					28
Project Title: Obsolete Water Tower Removal				Priority: Desirable	
Category: Utility and Infrastructure (UI)			Date of Assessment: 1-10-19		
Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent				CIP#: UI-24-03	
Participating Fund(s): Water			Estimated Project Cost: \$85,000		
Available Fund(s) for Project: \$0			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used: Potential bond project					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: Demolition of former water tower. There is a lease in place for telecommunications that will need to be terminated or co-located prior to demolition.					
Basis of Cost Estimate (Check): <input checked="" type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> CIP – estimated was acquired from another community's construction cost (New Castle, Del.) </div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b style="color: red;">Priority Points Earned <div style="display: flex; justify-content: space-around; font-weight: bold; color: red;"> Low Moderate Desirable Important Urgent </div> <div style="display: flex; justify-content: space-around; font-weight: bold; color: red;"> 0-24 25-49 50-74 75-99 100-125 </div> </div> <div style="text-align: right;"> Total Project Score: <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">67</div> </div> </div>					

DETAIL SHEET

29

Project Title: Replace Cushman St Lift Station

Priority: Important

Category: Utility and Infrastructure (UI)

Date of Assessment: 10-16-18

Assessment Prepared By: Bryan Pond, Water Renewal Superintendent

CIP#: UI-30-01

Participating Fund(s): Sewer

Estimated Project Cost: \$1,000,000

Available Fund(s) for Project: TBD

Estimated Start Date: TBD

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☒ YES:

Description: Initial station was constructed in 1950's. In 1980 they built the new station on top of the old wet well from 1950's. Considerable engineering work needs to be completed before work/budget can be established.

Basis of Cost Estimate (Check):

- ☐ Cost of comparable facility/equipment
- ☒ Rule of thumb indicator/unit cost
- ☐ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☐ If yes, identify:

CIP

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score

(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	10
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125

Total Project Score:

77

ADDENDUM #2

DETAIL SHEET



TRANSPORTATION

DETAIL SHEET

31

Project Title: South Main

Priority: Important

Category: Transportation

Date of Assessment: 10-19-22

Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent

CIP#: T-24-01

Participating Fund(s): Major Streets

Estimated Project Cost: \$350,000

Available Fund(s) for Project: \$85,000

Estimated Start Date: TBD

Are any non-City (or potential) funds be used: \$265,000

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☐ YES: X

Description: Mill and fill from M-89 to Starr Rd. This Project will be mainly funded by federal LAP funding.

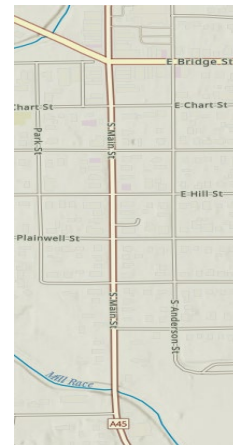
Basis of Cost Estimate (Check):

- ☐ Cost of comparable facility/equipment
- ☒ Rule of thumb indicator/unit cost
- ☐ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☐ If yes, identify:

CIP

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score

(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125


Total Project Score:

79

DETAIL SHEET

32

Project Title: Acorn / Industrial		Priority: Important
Category: Transportation	Date of Assessment: 10-17-21	
Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent		CIP#: T-25-01
Participating Fund(s): TIFA	Estimated Project Cost: \$190,000	
Available Fund(s) for Project: TBD	Estimated Start Date: TBD	
Are any non-City (or potential) funds be used:		
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:		
Description: Mill and fill approximately 102,000 sq. ft.		

Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input checked="" type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate	Photo/Map: 
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; width: fit-content;">CIP/TIFA Plan</div>	

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned Low Moderate Desirable Important Urgent 0-24 25-49 50-74 75-99 100-125					Total Project Score: 79

DETAIL SHEET

33

Project Title: Roberts, Orchard and Forbes

Priority: Important

Category: Transportation

Date of Assessment: 5-22-19

Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent

CIP#: T-25-02

Participating Fund(s): Local Streets

Estimated Project Cost: \$64,000

Available Fund(s) for Project: TBD

Estimated Start Date: TBD

Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☒ YES:

Description: Mill and fill approximately 1, 540 Lf. ft.

Basis of Cost Estimate (Check):

- ☐ Cost of comparable facility/equipment
- ☒ Rule of thumb indicator/unit cost
- ☐ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☐ If yes, identify:

CIP

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score

(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125

Total Project Score:

75

DETAIL SHEET

34

Project Title: 1st & 2nd Avenue

Priority: Important

Category: Transportation

Date of Assessment: 10-17-18

Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent

CIP#: T-25-03

Participating Fund(s): TIFA

Estimated Project Cost: \$150,000

Available Fund(s) for Project: TBD

Estimated Start Date:

Are any non-City (or potential) funds be used:

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☐ YES:

Description: Mill and fill approximately 2,569 Lf. ft.

Basis of Cost Estimate (Check):

- ☐ Cost of comparable facility/equipment
- ☒ Rule of thumb indicator/unit cost
- ☐ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☐ If yes, identify:

CIP

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score

(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125

Total Project Score:

79

DETAIL SHEET

35

Project Title: Union Street

Priority: Important

Category: Transportation

Date of Assessment: 10-17-18

Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent

CIP#: T-28-01

Participating Fund(s): TIFA

Estimated Project Cost: \$84,000

Available Fund(s) for Project: TBD

Estimated Start Date: TBD

Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☐ YES:

Description: Mill and fill approximately 102,000 sq. ft.

Basis of Cost Estimate (Check):

- ☐ Cost of comparable facility/equipment
- ☒ Rule of thumb indicator/unit cost
- ☐ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☐ If yes, identify:

CIP

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score


(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125

Total Project Score:

79

DETAIL SHEET					36
Project Title: S. Sunset St.				Priority: Important	
Category: Transportation			Date of Assessment: 2-19-19		
Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent				CIP#: T-29-02	
Participating Fund(s): Local Streets			Estimated Project Cost: \$50,000		
Available Fund(s) for Project: TBD			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used: TBD					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: Overlay and seal approximately 142,000 sq. ft. of pavement. Will need be coordinated with water/sewer upgrades.					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input checked="" type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; min-height: 40px;">CIP</div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <b style="color: red;">Priority Points Earned <div style="display: flex; justify-content: space-around; font-weight: bold; color: red;"> Low Moderate Desirable Important Urgent </div> <div style="display: flex; justify-content: space-around; font-weight: bold; color: red;"> 0-24 25-49 50-74 75-99 100-125 </div> </div> <div style="text-align: right;"> Total Project Score: <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">89</div> </div> </div>					

DETAIL SHEET

37

Project Title: West Grant

Priority: Important

Category: Transportation

Date of Assessment: 5-22-19

Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent

CIP#:

Participating Fund(s): Local Streets

Estimated Project Cost: \$99,000

Available Fund(s) for Project: TBD

Estimated Start Date: TBD

Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☒ YES:

Description: Mill and fill approximately 57,000 sq. ft.

Basis of Cost Estimate (Check):

- ☐ Cost of comparable facility/equipment
- ☒ Rule of thumb indicator/unit cost
- ☐ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☐ If yes, identify:

CIP

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score

(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125

Total Project Score:

89

DETAIL SHEET

38

Project Title: Kenwood St.

Priority: Desirable

Category: Transportation

Date of Assessment: 2-19-19

Assessment Prepared By: Robert Nieuwenhuis, DPW Superintendent

CIP#:

Participating Fund(s): Local Streets

Estimated Project Cost: \$88,000

Available Fund(s) for Project: TBD

Estimated Start Date: TBD

Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☒ YES:

Description: Mill and fill approximately 526 LF. Pavement.

Basis of Cost Estimate (Check):

- ☐ Cost of comparable facility/equipment
- ☒ Rule of thumb indicator/unit cost
- ☐ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☐ If yes, identify:

CIP

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score

(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	6

Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125

Total Project Score:


71

ADDENDUM #3

DETAIL SHEET



**PUBLIC SAFETY, HEALTH &
WELFARE**

DETAIL SHEET					40
Project Title: Police and Fire Radio				Priority: Important	
Category: Public Safety - Fire			Date of Assessment: June 2022		
Assessment Prepared By: Kevin Callahan, Public Safety Director				CIP#: PS-26-01	
Participating Fund(s): Fire Reserve			Estimated Project Cost: \$150,000		
Available Fund(s) for Project: TBD			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used: possible USDA with city matching funds					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: Description: Anticipation of existing radio replacement of 26 department-wide units. Currently we do not have information regarding full replacement or re-built options.					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input checked="" type="checkbox"/> Preliminary estimate			Photo/Map: <div style="text-align: center;">  </div>		
Is this project part of an Adopted Program, Policy and or Plan? No <input checked="" type="checkbox"/> If yes, identify: <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	10
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
Total Project Score:					91

DETAIL SHEET					41
Project Title: SCBA Pack Replacement & Harness				Priority: Important	
Category: Public Safety - Fire			Date of Assessment: 6-1-2021		
Assessment Prepared By: Kevin Callahan, Public Safety Director				CIP#: PS-27-01	
Participating Fund(s): Capital/Fire Reserve/General Fund			Estimated Project Cost: \$80,000		
Available Fund(s) for Project: TBD			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used: Potentially Future FEMA AFG application					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: Replace firefighting breathing apparatus harness for existing personnel (20).					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input checked="" type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input checked="" type="checkbox"/> If yes, identify: <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	
Total Project Score:					89

DETAIL SHEET

42

Project Title: Fire Truck

Priority: Important

Category: Public Safety - Fire

Date of Assessment: 6-1-2020

Assessment Prepared By: Kevin Callahan, Public Safety Director

CIP#: PS-27-02

Participating Fund(s): Fire Reserve

Estimated Project Cost: \$800,000

Available Fund(s) for Project: TBD

Estimated Start Date: TBD

Are any non-City (or potential) funds be used: possible USDA with city matching funds

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☒ YES:

Description: Description: Fire truck replacement.

Basis of Cost Estimate (Check):

- ☒ Cost of comparable facility/equipment
- ☐ Rule of thumb indicator/unit cost
- ☐ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☒ If yes, identify:

CIP

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score


(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	10
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10


Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125

Total Project Score:

91

DETAIL SHEET					43
Project Title: Police Tasers 10				Priority: Important	
Category: Public Safety - Police			Date of Assessment: 11-10-2024		
Assessment Prepared By: Kevin Callahan, Public Safety Director				CIP#: PS-28-01	
Participating Fund(s): General Fund			Estimated Project Cost: \$36,000		
Available Fund(s) for Project: TBD			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used:					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: Description: Costs would be spread over a 5 year contract. This would replace existing outdated tasers for our Public Safety Officers					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input checked="" type="checkbox"/> Preliminary estimate			Photo/Map: <div style="text-align: center;">  </div>		
Is this project part of an Adopted Program, Policy and or Plan? No <input checked="" type="checkbox"/> If yes, identify: <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	4
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	10
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Low Moderate Desirable Important Urgent </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 0-24 25-49 50-74 75-99 100-125 </div>					Total Project Score: <div style="border: 1px solid black; display: inline-block; padding: 5px; margin-top: 5px;">75</div>


DETAIL SHEET					44
Project Title: Public Safety Body Cameras				Priority: Important	
Category: Public Safety - Police			Date of Assessment: 11-10-2024		
Assessment Prepared By: Kevin Callahan, Public Safety Director				CIP#: PS-29-01	
Participating Fund(s): General Fund			Estimated Project Cost: \$34,766		
Available Fund(s) for Project: TBD			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used:					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: Description: Costs would be spread over a 5 year contract. This would replace existing cameras at their anticipated rate of failure.					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input checked="" type="checkbox"/> Preliminary estimate			Photo/Map: <div style="text-align: center;">  <p style="font-weight: bold; font-size: 1.2em; margin-top: 10px;">AXON BODY 3</p> </div>		
Is this project part of an Adopted Program, Policy and or Plan? No <input checked="" type="checkbox"/> If yes, identify: <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	4
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	10
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned <div style="display: flex; justify-content: space-between; font-weight: bold; margin-top: 5px;"> Low Moderate Desirable Important Urgent </div> <div style="display: flex; justify-content: space-between; font-weight: bold; margin-top: 5px;"> 0-24 25-49 50-74 75-99 100-125 </div>					Total Project Score: <div style="border: 1px solid black; display: inline-block; padding: 5px; margin-top: 5px; font-weight: bold;">75</div>

ADDENDUM #4

DETAIL SHEET



PARKS & OPEN SPACES


DETAIL SHEET					46
Project Title: Brooks Plaza/ Hicks Park Fire Pit				Priority: Moderate	
Category: Parks and Open Space			Date of Assessment: 9/1/22		
Assessment Prepared By: Denise Siegel, Community Development Manager				CIP#: P-24-01	
Participating Fund(s): DDA			Estimated Project Cost: \$56,000		
Available Fund(s) for Project: \$60,000			Estimated Start Date: June 2025		
Are any non-City (or potential) funds be used: \$10,000 – Arts Council Donation					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: Installation of fire pit seating area in Hicks Park Adjacent to Brooks Plaza.					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input checked="" type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input checked="" type="checkbox"/> If yes, identify: <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	6
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	2
Project delivers high level of service	2	High	Medium	Low	10
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p style="color: red; margin: 0;">Priority Points Earned</p> <p style="margin: 0;"> Low Moderate Desirable Important Urgent </p> <p style="margin: 0;"> 0-24 25-49 50-74 75-99 100-125 </p> </div> <div style="text-align: right;"> <p style="margin: 0;">Total Project Score:</p> <div style="border: 1px solid black; padding: 5px; display: inline-block; width: 40px; text-align: center;">43</div> </div> </div>					

DETAIL SHEET


47


Project Title: Hicks Park – replace bench & pad **Priority:** Desirable


Category: Parks and Open Space	Date of Assessment: 4/30/19
Assessment Prepared By: Denise Siegel, Community Development Manager	CIP#: P-24-02
Participating Fund(s): Capital	Estimated Project Cost: \$10,000
Available Fund(s) for Project:	Estimated Start Date: May 2025
Are any non-City (or potential) funds be used: Possible local grants	
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:	
Description: Replace narrow walk way in Hicks Park along with the bench – pad.	


Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input checked="" type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate	Photo/Map: 
Is this project part of an Adopted Program, Policy and or Plan? No <input checked="" type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; width: fit-content;">Community Recreation Plan</div>	

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	2
Project delivers high level of service	2	High	Medium	Low	6
<div> Priority Points Earned Low Moderate Desirable Important Urgent 0-24 25-49 50-74 75-99 100-125 </div>					
Total Project Score:					73

DETAIL SHEET					48
Project Title: River Restoration Project - Engineering				Priority: Desirable	
Category: Parks and Open Spaces			Date of Assessment: 2-15-19		
Assessment Prepared By: Justin Lakamper, City Manager				CIP#: P-25-01	
Participating Fund(s): General			Estimated Project Cost: \$500,000		
Available Fund(s) for Project: \$500,000			Estimated Start Date: Spring 2022		
Are any non-City (or potential) funds be used: \$500,000 National Oceanic and Atmosphere and Admin					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input type="checkbox"/> YES: Council approval					
Description: This project would replace the Plainwell #2 Dam with a structure that would hold the upstream pool elevation but allow for fish and recreational passage. Concrete at headworks would be replaced as well. This project is ongoing					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input checked="" type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input checked="" type="checkbox"/> If yes, identify: <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	4
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	2
Priority Points Earned <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Low Moderate Desirable Important Urgent </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 0-24 25-49 50-74 75-99 100-125 </div>					Total Project Score: <div style="border: 1px solid black; display: inline-block; padding: 5px; margin-top: 5px;">63</div>

DETAIL SHEET					49
Project Title: Pave Lot – Cook Park				Priority: Moderate	
Category: Parks and Open Space Summary			Date of Assessment: 4/30/19		
Assessment Prepared By: Denise Siegel, Community Development Manager				CIP#: P-25-02	
Participating Fund(s): General			Estimated Project Cost: \$51,100		
Available Fund(s) for Project: TBD			Estimated Start Date: May 2026		
Are any non-City (or potential) funds be used: TBD					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input type="checkbox"/> YES: <input checked="" type="checkbox"/>					
Description: Pave parking lot at Cook Park					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input checked="" type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Community Recreation Plan</div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	2
Project delivers high level of service	2	High	Medium	Low	2
<b style="color: red;">Priority Points Earned <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Low Moderate Desirable Important Urgent <div style="text-align: right;"> Total Project Score: <div style="border: 1px solid black; padding: 5px; width: 40px; text-align: center; margin-left: 10px;">45</div> </div> </div>					
<div style="display: flex; justify-content: space-between;"> 0-24 25-49 50-74 75-99 100-125 </div>					

DETAIL SHEET					50
Project Title: Informational Signage - Riverwalk				Priority: Moderate	
Category: Parks and Open Space			Date of Assessment: 4/30/19		
Assessment Prepared By: Denise Siegel, Community Development Manager				CIP#: P-25-03	
Participating Fund(s): General			Estimated Project Cost: \$20,000		
Available Fund(s) for Project: TBD			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used: Possible –some local grants.					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: Informational Signage along the Riverwalk					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input checked="" type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Community Recreation Plan</div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	2
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	2
Project delivers high level of service	2	High	Medium	Low	2
<b style="color: red;">Priority Points Earned <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Low Moderate Desirable Important Urgent </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 0-24 25-49 50-74 75-99 100-125 </div>					Total Project Score: <div style="border: 1px solid black; display: inline-block; padding: 5px; margin-top: 5px;">45</div>

DETAIL SHEET					51
Project Title: Kenyon Park – Trash Receptacle/Bike Rack				Priority: Desirable	
Category: Parks and Open Spaces			Date of Assessment: 4/30/19		
Assessment Prepared By: Erik Wilson, City Manager				CIP#: P-26-02	
Participating Fund(s): General			Estimated Project Cost: \$10,000		
Available Fund(s) for Project: TBD			Estimated Start Date: TBD		
Are any non-City (or potential) funds be used: TBD					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: Install new benches, trash receptacles and bike rack at Kenyon Park					
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input checked="" type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: <div style="text-align: center;">  </div>		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">Community Recreation Plan</div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	6
Priority Points Earned <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Low Moderate Desirable Important Urgent </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 0-24 25-49 50-74 75-99 100-125 </div>					Total Project Score: <div style="border: 1px solid black; display: inline-block; padding: 5px; margin-top: 5px;">57</div>

DETAIL SHEET

52

Project Title: Sherwood Park Playground Equipment

Priority: Desirable

Category: Playground Improvements

Date of Assessment: 4/30/19

Assessment Prepared By: Denise Siegel, Community Development Manager

CIP#: P-27-01

Participating Fund(s): General

Estimated Project Cost: \$20,000

Available Fund(s) for Project: TBD

Estimated Start Date: August 2027

Are any non-City (or potential) funds be used: TBD

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☒ YES:

Description: Resurface playground areas and upgrades to the playground equipment

Basis of Cost Estimate (Check):

- ☐ Cost of comparable facility/equipment
- ☐ Rule of thumb indicator/unit cost
- ☒ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☐ If yes, identify:

Community Recreation Plan

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score

(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	25
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	6
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	2
Project delivers high level of service	2	High	Medium	Low	6

Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125

Total Project Score:

72

DETAIL SHEET

53

Project Title: Kenyon Park – Brush Clearing

Priority: Moderate

Category: Parks and Open Space

Date of Assessment: 4/30/19

Assessment Prepared By: Denise Siegel, Community Development Manager

CIP#: P-29-01

Participating Fund(s):

Estimated Project Cost: \$20,000

Available Fund(s) for Project:

Estimated Start Date: TBD

Are any non-City (or potential) funds be used:

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☐ YES:

Description: Clear 8 acres of underdeveloped area in Kenyon Park

Basis of Cost Estimate (Check):

- ☐ Cost of comparable facility/equipment
- ☐ Rule of thumb indicator/unit cost
- ☒ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☐ If yes, identify:

Community Recreation Plan

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score

(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	20
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	3
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	3
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	2
Project delivers high level of service	2	High	Medium	Low	2

Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125

Total Project Score:

46

ADDENDUM #5

DETAIL SHEET



COMMUNITY FACILITIES &
DEVELOPMENT

DETAIL SHEET

55

Project Title: Computer Equipment

Priority: Desirable

Category: Community Facilities

Date of Assessment: 6-1-2022

Assessment Prepared By: Brian Kelley, Treasurer

CIP#: CF-25-01

Participating Fund(s): Multiple Funds

Estimated Project Cost: \$36,000

Available Fund(s) for Project: \$16,000

Estimated Start Date: Fall 2025

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☒ YES:

Description: Computer upgrades per IT recommendation.

Basis of Cost Estimate (Check):

- ☒ Cost of comparable facility/equipment
- ☐ Rule of thumb indicator/unit cost
- ☐ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☐ If yes, identify:

No

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score

(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	4
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125

Total Project Score:

51

DETAIL SHEET

56

Project Title: Computer Equipment

Priority: Desirable

Category: Community Facilities

Date of Assessment: 6-1-2022

Assessment Prepared By: Brian Kelley, Treasurer

CIP#: CF-26-01

Participating Fund(s): Multiple Funds

Estimated Project Cost: \$42,000

Available Fund(s) for Project: TBD

Estimated Start Date: Fall 2026

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☒ YES:

Description: Computer upgrades per IT recommendation.

Basis of Cost Estimate (Check):

- ☐ Cost of comparable facility/equipment
- ☐ Rule of thumb indicator/unit cost
- ☒ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☐ If yes, identify:

No

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score


(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	4
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	9
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	2
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125

Total Project Score:

51

DETAIL SHEET					57	
Project Title: Computer Equipment				Priority: Desirable		
Category: Community Facilities			Date of Assessment: 11-01-2024			
Assessment Prepared By: Justin Lakamper, City Manager				CIP#: CF-26-02		
Participating Fund(s): General Fund			Estimated Project Cost: \$14,000			
Available Fund(s) for Project: TBD			Estimated Start Date: Fall 2026			
Are any non-City (or potential) funds be used: No						
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:						
Description: The aviation fuel system has a point of sale system that is in need of replacement						
Basis of Cost Estimate (Check): <input type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input checked="" type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 			
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>						
NEEDS ASSESSMENT SCORING CRITERIA						
(Multiply Weight x Category Pts. for Total Score)		Weight	Category			Score
			5 Points	3 Points	1 Point	
Contributes to health, safety & welfare		5	Removes hazard	Material contributes	Minimal	5
Needed to comply with local, state or federal law		5	Yes	-	No	5
Project conforms to adopted program, policy or plan		4	Adopted Council plan	Consistent with Admin. policy	No policy	4
Project remediates an existing or projected deficiency		3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community		2	20+ Years	10-19 Years	Less than 10	10
Service area of project		2	Regional	City-Wide	Neighborhood	10
Department Priority		2	High	Medium	Low	10
Project delivers high level of service		2	High	Medium	Low	10
Priority Points Earned <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="display: flex; gap: 20px;"> Low Moderate Desirable Important Urgent </div> <div style="text-align: right;"> Total Project Score: </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div> 0-24 25-49 50-74 75-99 100-125 </div> <div style="border: 1px solid black; width: 40px; text-align: center; padding: 5px;">69</div> </div>						

ADDENDUM #6


DETAIL SHEET




MOTOR POOL & EQUIPMENT

DETAIL SHEET

59

Project Title: DPS Patrol Vehicle				Priority: Important	
Category: Motor Pool			Date of Assessment: 6-1-2022		
Assessment Prepared By: Kevin Callahan, Public Safety Director				CIP#: MP-26-01	
Participating Fund(s): Equipment			Estimated Project Cost: \$70,000		
Available Fund(s) for Project: TBD			Estimated Start Date: Spring 2026		
Are any non-City (or potential) funds be used: No					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: this purchase will replace oldest patrol vehicle in Fleet.					
Basis of Cost Estimate (Check): <input checked="" type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: Try to replace patrol vehicles when they reach 5 years and over 100,000.					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned Low Moderate Desirable Important Urgent 0-24 25-49 50-74 75-99 100-125					Total Project Score: 79

DETAIL SHEET

Project Title: Zero Turn Mower				Priority: Important	
Category: Motor Pool			Date of Assessment: 6-1-2022		
Assessment Prepared By: Bob Nieuwenhuis, Public Works Superintendent				CIP#: MP-26-02	
Participating Fund(s): Equipment			Estimated Project Cost: \$15,000		
Available Fund(s) for Project: TBD			Estimated Start Date: Spring 2026		
Are any non-City (or potential) funds be used: No					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: this purchase will replace oldest mower in our fleet					
Basis of Cost Estimate (Check): <input checked="" type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Try to replace patrol vehicles when they reach 5 years and over 100,000. </div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	6
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	10
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned <div style="display: flex; justify-content: space-between; align-items: center;"> Low Moderate Desirable Important Urgent <div style="text-align: right;"> Total Project Score: <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">79</div> </div> </div>					

DETAIL SHEET

61

Project Title: DPS Patrol Vehicle

Priority: Important

Category: Motor Pool

Date of Assessment: 6-1-2022

Assessment Prepared By: Kevin Callahan, Public Safety Director

CIP#: MP-28-01

Participating Fund(s): Equipment

Estimated Project Cost: \$70,000

Available Fund(s) for Project: TBD

Estimated Start Date: Spring 2028

Are any non-City (or potential) funds be used: No

Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: ☒ YES:

Description: this purchase will replace oldest patrol vehicle in Fleet.

Basis of Cost Estimate (Check):

- ☒ Cost of comparable facility/equipment
- ☐ Rule of thumb indicator/unit cost
- ☐ Ball park – educated guess
- ☐ Engineer/architect cost estimate
- ☐ Preliminary estimate

Is this project part of an Adopted Program, Policy and or Plan? No ☐ If yes, identify:

Try to replace patrol vehicles when they reach 5 years and over 100,000.

Photo/Map:



NEEDS ASSESSMENT SCORING CRITERIA

Category

Score


(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	Score
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10

Priority Points Earned

Low Moderate Desirable Important Urgent
0-24 25-49 50-74 75-99 100-125

Total Project Score:

79

DETAIL SHEET					62
Project Title: DPS Patrol Vehicle				Priority: Important	
Category: Motor Pool			Date of Assessment:		
Assessment Prepared By: Bill Bomar, Public Safety Director				CIP#: MP-29-01	
Participating Fund(s): Equipment			Estimated Project Cost: \$150,000		
Available Fund(s) for Project: TBD			Estimated Start Date: Fall 2030		
Are any non-City (or potential) funds be used: No					
Prior Approval- Is project included in either the current/prior year adopted budget and if so, who has approved (Board/Council, etc): NO: <input checked="" type="checkbox"/> YES:					
Description: Replacement of existing bucket truck.					
Basis of Cost Estimate (Check): <input checked="" type="checkbox"/> Cost of comparable facility/equipment <input type="checkbox"/> Rule of thumb indicator/unit cost <input type="checkbox"/> Ball park – educated guess <input type="checkbox"/> Engineer/architect cost estimate <input type="checkbox"/> Preliminary estimate			Photo/Map: 		
Is this project part of an Adopted Program, Policy and or Plan? No <input type="checkbox"/> If yes, identify: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Try to replace patrol vehicles when they reach 5 years and over 100,000 miles. </div>					
NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	15
Needed to comply with local, state or federal law	5	Yes	-	No	5
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	12
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	15
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	10
Service area of project	2	Regional	City-Wide	Neighborhood	6
Department Priority	2	High	Medium	Low	6
Project delivers high level of service	2	High	Medium	Low	10
Priority Points Earned					
Low Moderate Desirable Important Urgent 0-24 25-49 50-74 75-99 100-125					Total Project Score: <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;">79</div>

(END)



"The Island City"

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

to: Mayor and City Council
FROM: Justin Lakamper, City Manager
DATE: November 25th, 2024
SUBJECT: Purchase of Kayak Launch

SUGGESTED MOTION: I motion to approve the purchase of a Wave Armor Floating Dock and Kayak Launch System from BoatLiftandDock.com for a total cost of \$6,148.80.

BACKGROUND INFORMATION: At the direction of the Parks and Trees Committee, the City applied for, and received, a \$7,000 grant from the Pipp Foundation to purchase a floating kayak launch and dock system, with the intention of installing it in Darrow Park. The idea is to make it easier for folks to get in and out of the river at the park, which will help reduce the soil erosion along the bank. The portion of Darrow Park that was originally discussed for the kayak launch is not actually owned by the City and we have been working with the land owner to obtain the land in question. The intention of the homeowner is to donate the land to the City, but for a number of reasons that has not occurred yet.

ANALYSIS: We had been waiting to purchase the kayak launch until we had secured the land, however, since that has been going slowly we would like to go ahead and purchase the equipment. Even if we are not able to install it in the originally intended location, we will still be able to utilize this equipment elsewhere at Darrow Park. Since the cost of this purchase is entirely covered by the grant there is no implications to the budget. The remainder of the grant money will be used to cover the materials and labor costs of the DPW installing the launch.

BUDGET IMPACT: None

ATTACHMENTS: Quote



595 11th Street
Plainwell, MI 49080

Estimate

Estimate #

13330

Date

2/15/2024

Bill To

City of Plainwell
Justin Lakamper
211 N Main Street
Plainwell, MI 49080

Ship To

Plainwell, MI 49080

Rep	Due Date	Terms	Lake			
CP	2/15/2024					
Description			MPN	Qty	Cost	Total
Wave Armor 60" X 120" Wave Dock Section-Pebble Beach (21026)			DF301937	1	2,355.00	2,355.00T
Wave Armor: Pro Kayak Launch System - 2 Rails			DF302509	1	2,095.00	2,095.00T
Wave Armor: 2 Additional Rails for Pro Kayak Launch System			DF302510	1	400.00	400.00T
Wave Armor: Pro Front Mount Direct Connect to Wave Dock Kit (2)			DF302196	1	199.00	199.00T
Wave Armor Dock Post Attachment Kit - 3" Recessed			DF301524	3	119.00	357.00T
Wave Armor - 12' 8" Wave Dock Ramp With Hinge			DF301518	1	1,749.00	1,749.00T
Floating Dock Pipe - HD 2-3/8" OD x 12 ft Aluminum Dock Post			FDP-12ft	3	177.00	531.00T
City Discount					-1,537.20	-1,537.20

Please do not hesitate to contact us with any questions or concerns. Have a great day!

Subtotal \$6,148.80

Sales Tax (0.0%) \$0.00

Total \$6,148.80

Customer Phone: 269-207-7320

Customer E-mail: jlakamper@plainwell.org

Customer Signature _____

No product ships until payment is received in full. If payment is not received according to the terms above, a finance charge of 1.5% per month, which is an annual percentage rate of 18% shall be applied to any unpaid balance. Rights of access and removal is granted to Lakefront Fix Inc in the event of non-payment. This proposal is valid for a period of 30 days after the date of proposal. All special orders require a 50% non-refundable deposit. Up to a 15% restocking fee applies to any returned item. All provided pricing is in US dollars.

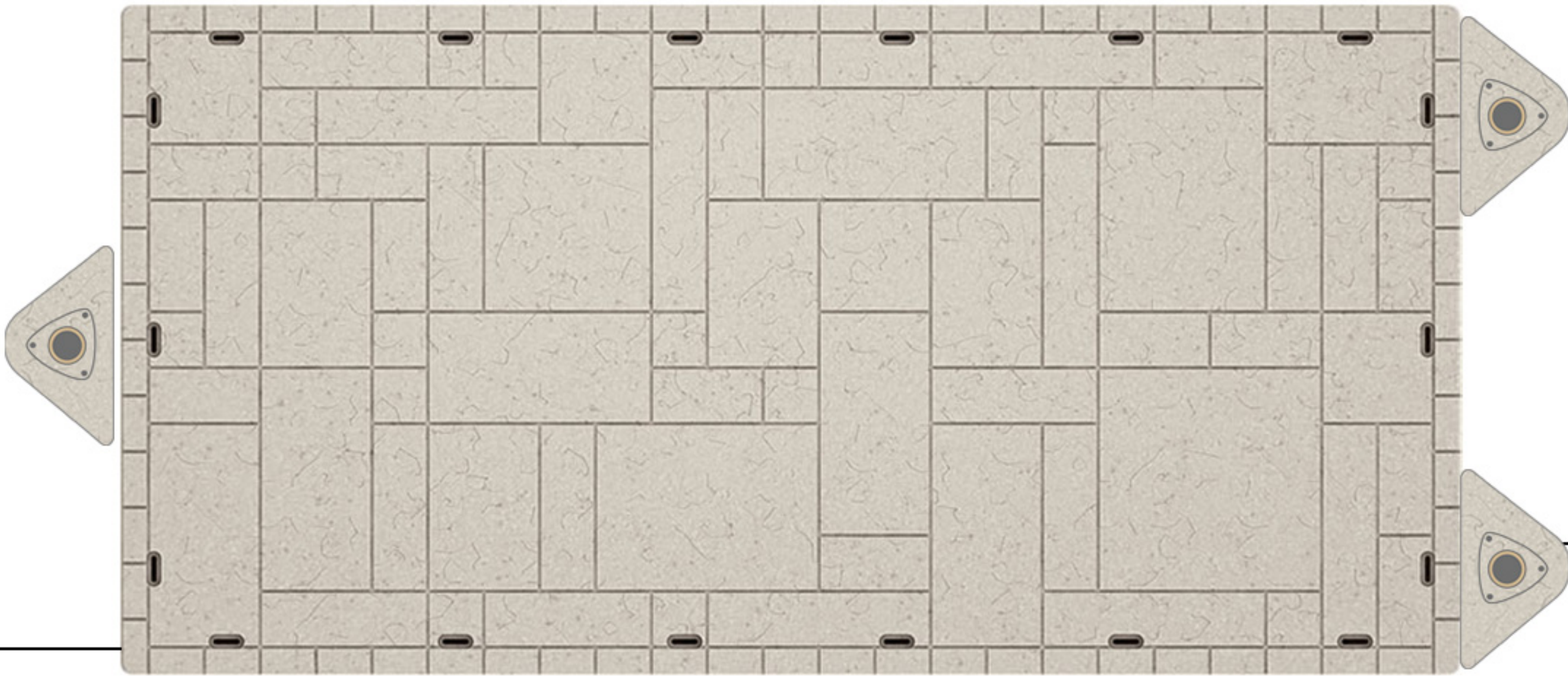
Kayak Launch

Dual Rails

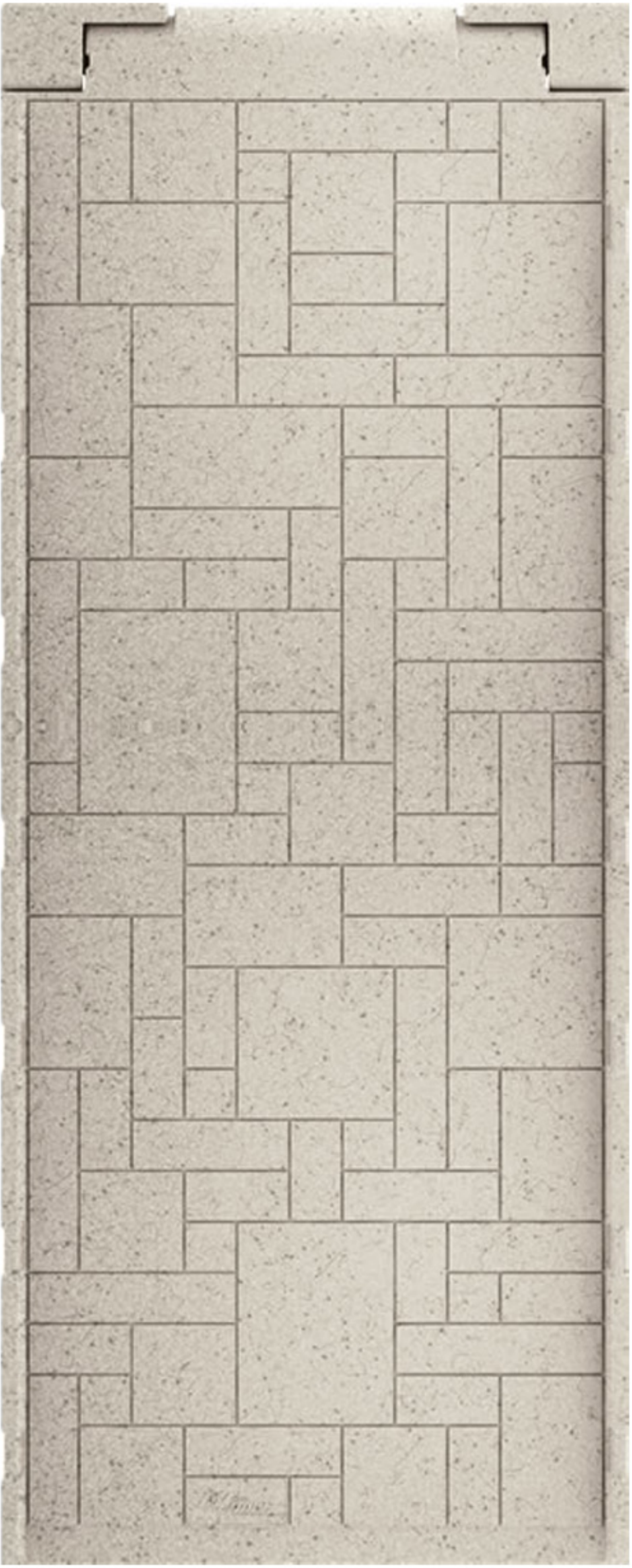


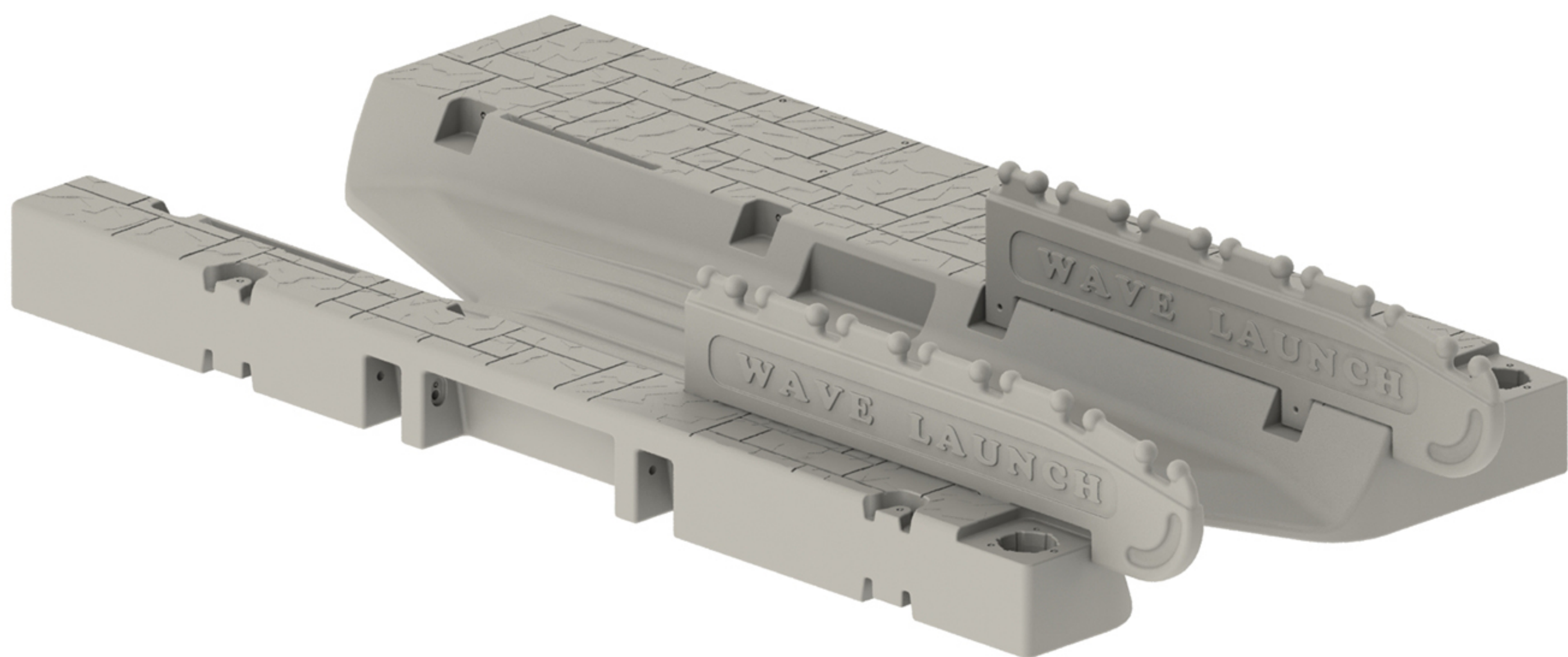
60" x 120"
Section

Pipe Brackets



Hinged Ramp









"The Island City"

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

TO: City Council / Justin Lakamper, City Manager
FROM: Brian Kelley, Finance Director / City Treasurer
DATE: November 21, 2024
SUBJECT: USA Earthworks LLC Pay Application #7 – Old Orchard Project

SUGGESTED MOTION: I motion to approve Pay Application #7 for USA Earthworks LLC in the amount of \$888,345.58 for work on the Old Orchard Project.

BACKGROUND INFORMATION: On December 28, 2023, City Council approved a bid from USA Earthworks LLC for water/sewer/street improvements in the Old Orchard neighborhood. The work began on April 1, 2024 and is nearly complete. USA Earthworks has submitted pay applications monthly. The original contract allows the City to "retain" 200% of the remaining work prior to completing the project and the payments.

ANALYSIS: Pay Application #1 was approved on May 13, 2024. Pay Application #2 was approved on June 14, 2024. Pay Application #3 was approved on July 8, 2024. Pay Application #4 was approved on August 12, 2024. Pay Application #5 was approved on September 9, 2024. Pay Application #6 was approved on October 14, 2024. The city's engineering firm, Fleis & Vandenbrink, has reviewed the seventh application for work performed through October 31, 2024 and recommends approval for payment of the \$888,345.58 outlined in the Pay Application. The work remaining to be completed is estimated to be \$30,000 and the City has retained \$59,638.89 from the Contractor, as noted on the Pay Application. City Administration has reviewed the application as well as the remaining work to be completed and concurs with the recommendation to pay.

It is recommended that City Council approve Pay Application #7.

BUDGET IMPACT: The project has been budgeted for and proceeds from the sale of bond are available to make payment.

Contractor's Application for Payment

Owner:	City of Plainwell	Owner's Project No.:	
Engineer:	Fleis & Vandenbrink	Engineer's Project No.:	852650
Contractor:	USA Earthworks LLC	Contractor's Project No.:	
Project:	Old Orchard Neighborhood Sanitary Sewer Extension and Water Main Upgrades		
Contract:			
Application No.:	7	Application Date:	11/21/24
Application Period:	From 9/29/24	to	10/31/24

1.	Original Contract Price	\$3,130,358.00
2.	Net change by Change Orders	\$9,251.36
3.	Current Contract Price (Line 1 + Line 2)	\$3,139,609.36
4.	Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$2,981,944.91
5.	Retainage	
	a. 2% X \$ Work Completed	\$59,638.90
	b. X \$ Stored Materials	\$
	c. Total Retainage (Line 5.a + Line 5.b)	\$59,638.90
6.	Amount eligible to date (Line 4 - Line 5.c)	\$2,922,306.01
7.	Less previous payments (Line 6 from prior application)	2,033,960.43
8.	Amount due this application	\$888,345.58
9.	Balance to finish, including retainage (Line 3 - Line 4)	\$157,664.45

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor:	USA Earthworks LLC		
Signature:		Date:	

Recommended by Engineer	Approved by Owner
By: 	By: _____
Title: <u>Project Manager</u>	Title: _____
Date: <u>11-21-24</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price

Owner: City of Plainwell

Engineer: Fleis & Vandenbrink

Engineers Project Number 852650

Contractor: USA Earthworks LLC

Project: Old Orchard Neighborhood Sanitary Sewer Extension and Water Main Upgrades

Application 7
From 9/29/2024 to 10/31/2024
Application Date 11/11/2024

Original Bid with Original Quantities (quantity changes in bold)						Pay App 11/8/24		Complete to date		Percent Complete	Balance to Finish
1	General Conditions, Bonds, and Insurance, Max 10%	LSum	1	\$ 94012.00	\$ 94,012.00	0.25	\$ 23,503.00	1	\$ 94,012.00	100.00%	\$ -
2	Pre-Construction Video Survey	LSum	1	\$ 2725.00	\$ 2,725.00		\$ -	1	\$ 2,725.00	100.00%	\$ -
3	Clearing	Acre	0.5	\$ 18150.00	\$ 9,075.00		\$ -	0.5	\$ 9,075.00	100.00%	\$ -
4	Tree, Rem, 6 inch to 18 inch	Ea	7	\$ 550.00	\$ 3,850.00		\$ -		\$ -	0.00%	\$ 3,850.00
5	Curb & Gutter, Rem	Ft	110	\$ 20.50	\$ 2,255.00	90	\$ 1,845.00	170	\$ 3,485.00	154.55%	\$ (1,230.00)
6	Concrete Drive, Rem	Syd	800	\$ 10.00	\$ 8,000.00	350.1	\$ 3,501.00	642	\$ 6,420.00	80.25%	\$ 1,580.00
7	Culv, Rem, Less Than 24 inch	Ea	5	\$ 700.00	\$ 3,500.00		\$ -	5	\$ 3,500.00	100.00%	\$ -
8	Subgrade Undercutting, Type II	Cyd	100	\$ 29.25	\$ 2,925.00	100	\$ 2,925.00	100	\$ 2,925.00	100.00%	\$ -
9	Subbase, CIP	Cyd	6,800	\$ 18.00	\$ 122,400.00	400	\$ 7,200.00	6800	\$ 122,400.00	100.00%	\$ -
10	Aggregate Base, 8 inch	Syd	21,000	\$ 8.67	\$ 182,070.00	1200	\$ 10,404.00	21000	\$ 182,070.00	100.00%	\$ -
11	Maintenance Gravel	Cyd	450	\$ 3.00	\$ 1,350.00	450	\$ 1,350.00	450	\$ 1,350.00	100.00%	\$ -
12	Approach CI I, 6 inch	Syd	3,300	\$ 11.75	\$ 38,775.00	1514	\$ 17,789.50	3300	\$ 38,775.00	100.00%	\$ -
13	Approach CI II, 6 inch	Syd	290	\$ 19.00	\$ 5,510.00	290	\$ 5,510.00	290	\$ 5,510.00	100.00%	\$ -
14	Culv End Sect, 12 inch	Ea	10	\$ 458.50	\$ 4,585.00		\$ -	10	\$ 4,585.00	100.00%	\$ -
15	Culv, HDPE, 12 inch	Ft	100	\$ 29.75	\$ 2,975.00		\$ -	100	\$ 2,975.00	100.00%	\$ -
16	Culv, Conc, 12 inch	Ft	30	\$ 57.50	\$ 1,725.00		\$ -		\$ -	0.00%	\$ 1,725.00
17	Dr Structure Cover, Adj	Ea	10	\$ 1100.00	\$ 11,000.00		\$ -	10	\$ 11,000.00	100.00%	\$ -
18	HMA Surface, Rem	Syd	23,000	\$ 1.00	\$ 23,000.00	824	\$ 824.00	23708	\$ 23,708.00	103.08%	\$ (708.00)
19	Roadway Grading	Sta	73.0	\$ 1246.00	\$ 90,958.00		\$ -	73	\$ 90,958.00	100.00%	\$ -
20	HMA, 5EL	Ton	0	\$ 101.00	\$ -		\$ -		\$ -	#DIV/0!	\$ -
21	HMA Approach	Ton	0	\$ 132.00	\$ -		\$ -		\$ -	#DIV/0!	\$ -
22	Driveway Nonreinf, Conc, 6 inch	Syd	670	\$ 80.00	\$ 53,600.00	350.1	\$ 28,008.00	642	\$ 51,360.00	95.82%	\$ 2,240.00
23	HMA Valley Gutter	Ft	200	\$ 2.25	\$ 450.00	86	\$ 193.50	86	\$ 193.50	43.00%	\$ 256.50

24	HMA Spillway	Ea	1	\$ 550.00	\$ 550.00	1	\$ 550.00	1	\$ 550.00	100.00%	\$ -
25	Curb and Gutter, Conc, Det F4	Ft	110	\$ 40.00	\$ 4,400.00	170	\$ 6,800.00	170	\$ 6,800.00	154.55%	\$ (2,400.00)
26	Traffic Control	Lsum	1	\$ 26008.00	\$ 26,008.00	0.2	\$ 5,201.60	1	\$ 26,008.00	100.00%	\$ -
27	Surface Restoration	Syd	19,338	\$ 7.25	\$ 140,200.50	19338	\$ 140,200.50	19338	\$ 140,200.50	100.00%	\$ -
28	Monument Box Preservation	Ea	8	\$ 2000.00	\$ 16,000.00		\$ -		\$ -	0.00%	\$ 16,000.00
29	Monument Box	Ea	8	\$ 500.00	\$ 4,000.00		\$ -		\$ -	0.00%	\$ 4,000.00
30	Trench Undercut and Backfill	Cyd	250	\$ 31.00	\$ 7,750.00	250	\$ 7,750.00	250	\$ 7,750.00	100.00%	\$ -
31	Post, Mailbox	Ea	15	\$ 125.00	\$ 1,875.00	68	\$ 8,500.00	68	\$ 8,500.00	453.33%	\$ (6,625.00)
32	Water Main, 6 inch	Ft	210	\$ 68.00	\$ 14,280.00		\$ -	129	\$ 8,772.00	61.43%	\$ 5,508.00
33	Water Main, 8 inch	Ft	7,855	\$ 71.00	\$ 557,705.00		\$ -	7678	\$ 545,138.00	97.75%	\$ 12,567.00
34	Water Service, 1 inch	Ft	3,300	\$ 26.00	\$ 85,800.00		\$ -	1508	\$ 39,208.00	45.70%	\$ 46,592.00
35	45 Deg Bend, 6 inch	Ea	12	\$ 790.00	\$ 9,480.00	10	\$ 7,900.00	12	\$ 9,480.00	100.00%	\$ -
36	11.25 Deg Bend, 8 inch	Ea	5	\$ 869.00	\$ 4,345.00		\$ -	3	\$ 2,607.00	60.00%	\$ 1,738.00
37	22.5 Deg Bend, 8 inch	Ea	5	\$ 885.00	\$ 4,425.00		\$ -	7	\$ 6,195.00	140.00%	\$ (1,770.00)
38	45 Deg Bend, 8 inch	Ea	45	\$ 888.00	\$ 39,960.00		\$ -	30	\$ 26,640.00	66.67%	\$ 13,320.00
39	8 inch x 8 inch x 6 inch Tee	Ea	12	\$ 1067.00	\$ 12,804.00		\$ -	11	\$ 11,737.00	91.67%	\$ 1,067.00
40	8 inch x 8 inch x 8 inch Tee	Ea	5	\$ 1120.00	\$ 5,600.00		\$ -	6	\$ 6,720.00	120.00%	\$ (1,120.00)
41	8 inch Cross	Ea	2	\$ 1362.00	\$ 2,724.00		\$ -	2	\$ 2,724.00	100.00%	\$ -
42	Connect to Existing Water Main	Ea	3	\$ 1435.00	\$ 4,305.00		\$ -	5	\$ 7,175.00	166.67%	\$ (2,870.00)
43	Corp Stop, Curb Stop & Box, 1 inch	Ea	110	\$ 760.00	\$ 83,600.00	45	\$ 34,200.00	112	\$ 85,120.00	101.82%	\$ (1,520.00)
44	Cut and Plug Existing Water Main	Ea	5	\$ 1255.00	\$ 6,275.00	2	\$ 2,510.00	2	\$ 2,510.00	40.00%	\$ 3,765.00
45	Gate Valve & Box, Remove	Ea	20	\$ 400.00	\$ 8,000.00	20	\$ 8,000.00	20	\$ 8,000.00	100.00%	\$ -
46	Gate Valve & Box, 6 inch	Ea	12	\$ 1793.00	\$ 21,516.00	12	\$ 21,516.00	12	\$ 21,516.00	100.00%	\$ -
47	Gate Valve & Box, 8 inch	Ea	22	\$ 2350.00	\$ 51,700.00		\$ -	20	\$ 47,000.00	90.91%	\$ 4,700.00
48	Hydrant	Ea	12	\$ 6654.00	\$ 79,848.00		\$ -	12	\$ 79,848.00	100.00%	\$ -
49	Remove Hydrant	Ea	11	\$ 1090.00	\$ 11,990.00	11	\$ 11,990.00	11	\$ 11,990.00	100.00%	\$ -
50	Water Service, Connect	Ea	110	\$ 229.00	\$ 25,190.00	43	\$ 9,847.00	112	\$ 25,648.00	101.82%	\$ (458.00)
51	Clean and Televise Ex San Sewer	Ea	1	\$ 10000.00	\$ 10,000.00		\$ -		\$ -	0.00%	\$ 10,000.00
52	Abandon and Fill Ex San Sewer	Ea	1	\$ 10044.00	\$ 10,044.00		\$ -		\$ -	0.00%	\$ 10,044.00
53	San Sewer, 8 inch	Ft	3,992	\$ 94.00	\$ 375,248.00		\$ -	3807	\$ 357,858.00	95.37%	\$ 17,390.00

54	San Sewer, 10 inch	Ft	80	\$ 119.00	\$ 9,520.00		\$ -		\$ -	0.00%	\$ 9,520.00
55	San Sewer Horizontal Directional Drill, 10 inch	Ft	0	\$ 450.00	\$ -		\$ -		\$ -	#DIV/0!	\$ -
56	Sanitary Lateral, 6 inch	Ft	2,286	\$ 61.00	\$ 139,446.00		\$ -	1700	\$ 103,700.00	74.37%	\$ 35,746.00
57	Dr Structure Tap, Sanitary, 8 inch	Ea	2	\$ 1000.00	\$ 2,000.00		\$ -	2	\$ 2,000.00	100.00%	\$ -
58	Dr Structure Tap, Sanitary, Drop, 8 inch	Ea	1	\$ 3163.00	\$ 3,163.00		\$ -		\$ -	0.00%	\$ 3,163.00
59	San MH, 48 inch Dia	Ea	20	\$ 4715.00	\$ 94,300.00		\$ -	21	\$ 99,015.00	105.00%	\$ (4,715.00)
60	Wye, 8 inch x 6 inch	Ea	60	\$ 472.00	\$ 28,320.00		\$ -	59	\$ 27,848.00	98.33%	\$ 472.00
61	Remove and Replace Chain Link Fence and Gate	Ft	80	\$ 47.50	\$ 3,800.00	80	\$ 3,800.00	80	\$ 3,800.00	100.00%	\$ -
62	5' x 6' Chain Link Fence Gate	Ea	1	\$ 570.00	\$ 570.00	1	\$ 570.00	1	\$ 570.00	100.00%	\$ -
63	Remove Existing Shed	Ea	1	\$ 3500.00	\$ 3,500.00		\$ -	1	\$ 3,500.00	100.00%	\$ -
64	Soil Erosion and Sedimentation Control	LSum	1	\$ 32000.00	\$ 32,000.00	0.4	\$ 12,800.00	1	\$ 32,000.00	100.00%	\$ -
CO1-1	Wye, 8 inch x 6 inch, cut in	Ea	2	\$ 2,200.00	\$ 4,400.00		\$ -	2	\$ 4,400.00	100.00%	\$ -
CO2-1	Mobilization for Directional Drill	LSum	1	\$ 15,818.94	\$ 15,818.94		\$ -	1	\$ 15,818.94	100.00%	\$ -
CO2-2	Haul / Handle Soils (LM)	Cyd	4883	\$ 11.24	\$ 54,884.92		\$ -	4883	\$ 54,884.92	100.00%	\$ -
CO2-3	Manhole Base, 48 inch	Ea	3	\$ 1,924.00	\$ 5,772.00		\$ -	3	\$ 5,772.00	100.00%	\$ -
CO3-2	HMA, 13A	Ton	2100	\$ 95.82	\$ 201,222.00	859.42	\$ 82,349.62	1949.28	\$ 186,780.01	92.82%	\$ 14,441.99
CO3-3	HMA, 36A Mainline	Ton	1600	\$ 98.32	\$ 157,312.00	2262.48	\$ 222,447.03	2262.48	\$ 222,447.03	141.41%	
CO3-5	HMA Approach 36A	Ton	600	\$ 129.32	\$ 77,592.00	247.48	\$ 32,004.11	394.85	\$ 51,062.00	65.81%	
CO3-6	Live Tap, Complete	Ea	2	\$ 7,813.00	\$ 15,626.00		\$ -	2	\$ 15,626.00	100.00%	
Total of All Unit Price Bid Items:					\$ 3,139,609.36		\$ 721,988.87		\$ 2,981,944.91	94.98%	\$ 157,664.45

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PLAINWELL PUBLIC SAFETY

Police, Fire and Medical First Responder Services

MONTHLY REPORT

October 2024

Prepared by Director Kevin Callahan

Plainwell Department of Public Safety

Scheduled Hours By Activity for October 2024

The categories listed below are based on law enforcement related activities and the hours that scheduled road patrol personnel spend in the 4 major areas.

TOTAL ROAD PATROL HOURS SCHEDULED FOR THE MONTH

The Hours officers are scheduled for road patrol or other uniformed functions. These are fixed shifts which generally carry assigned duties.

Totals of all the below mentioned areas.

HOURS SPENT INVESTIGATING OR HANDLING CRIMINAL COMPLAINTS

The Hours Scheduled for criminal investigations of complaints that are in violation of a criminal law that an individual could be arrested and jailed for.

Examples include: Burglaries, Robberies, Drunk Driving, All Sex Offenses, Alcohol Offenses, Larcenies, Etc.

HOURS SPENT INVESTIGATING OR HANDLING NON-CRIMINAL COMPLAINTS

The Hours Scheduled for Calls for Service or Complaints that require investigation but are not criminal in nature.

Examples include: Auto Accidents, Accidental Fires, Traffic Citations, Property Inspections, Etc.

HOURS SPENT ON SUPPORT OR PERIPHERAL ACTIVITIES

The Hours Scheduled for required duties however are not criminal or non-criminal in nature and are supporting functions.

Examples include: Report Writing, Court, Directed Patrol, Foot Patrol, On Duty Training, Transport of Paperwork to the Court, Evidence to the Crime Lab, Etc.

TOTAL UNOBLIGATED PATROL HOURS

The Hours of Scheduled Road Patrol left over that officers are not assigned to an activity or working on a complaint.

Examples include: General Preventive Patrol, Building Security Checks, Etc.

Note: This also includes any break time the officers take during their shift.

TOTAL HOURS OBLIGATED TO DUTIES, COMPLAINTS, INVESTIGATIONS, ETC.

It is recommended by the International Association of Chiefs of Police (IACP) that no more than 65% to 70% of an officers time on duty, be obligated to complaints, investigations, activities or assigned responsibilities. The rationale behind this is to assure that officers are available for emergencies without unreasonable delay and provide for preventive and traffic patrol duties.

Total Hours
1,231

Percentage of Total Hours
65 5.25%

265 21.51%

395 32.10%

506 41.14%

724 58.86%

Plainwell Department of Public Safety

Complaints/Activities for October 2024

ARRESTS

CUSTODIAL ARRESTS

1 *An individual taken into custody for a criminal offense and jailed for that offense.*

ARREST COUNTS

1 *Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).*

TRAFFIC ENFORCEMENT & CITATIONS

HAZARDOUS CITATIONS

3 *Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)*

NON-HAZARDOUS CITATIONS

0 *Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)*

DRUNK DRIVING CITATIONS

0 *This is an activity that we specifically monitor that would normally be considered a hazardous citation.*

PARKING CITATIONS

0 *Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.*

VERBAL WARNINGS

4 *Traffic enforcement where no citation was issued but warnings were given.*

TOTAL TRAFFIC CITATIONS/WARNINGS

7

COMPLAINTS

ORIGINAL DISPATCH COMPLAINTS

330 *Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.*

PATROL INITIATED COMPLAINTS

6 *Complaints observed by the officer while on patrol or came to their attention by personal observation.*

TOTAL COMPLAINTS

336

OTHER ACTIVITIES

MOTORISTS ASSISTS

3 *Motorist contacts caused by mechanical breakdown or similar problem.*

PROPERTY INSPECTIONS

0 *Checks of homes or business specifically requested by a home or business owner.*

MOTOR VEHICLE ACCIDENTS

7 *Total motor vehicle accidents both on public roads or private property.*

COMMERCIAL BUILDING SECURITY CHECK

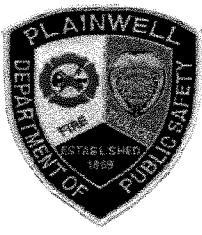
1,368 *Nightly security inspections of business' conducted by officers to assure windows and doors are locked.*

FOUND UNSECURED

0 *The number of business' found unlocked or unsecured.*

Classification of Crimes Reported

File Class	CRIMES AGAINST PERSON	October	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	0	9
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	10	27
PROPERTY CRIMES			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	1	4
2300	Larceny	3	33
2400	Motor Vehicle Theft	4	3
2500	Forgery/Counterfeiting	0	0
2600	Fraudulent Activities	3	25
2700	Embezzlement	0	0
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	2	5
3500	Violation of Controlled Substances Act	1	3
MORALS/DECENCY CRIMES			
3600	Sex Offenses (Other than Sexual Assault)	0	0
3700	Obscenity	0	3
3800	Family Offenses	1	2
4100	Liquor Violations	0	0
PUBLIC ORDER CRIMES			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	0
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	0	1
5000	Obstructing Justice	2	10
5200	Weapons Offenses	1	3
5300	Public Peace	6	40
5400	Traffic Investigations - Any Criminal Traffic Complaints	4	12
5500	Health and Safety	39	146
5600	Civil Rights	0	0
5700	Invasion of Privacy	1	11
6200	Conservation Law Violation	0	0
7300	Miscellaneous Criminal Offense	0	0
GENERAL NON-CRIMINAL			
9100	Juvenile/Minor/School Complaints	6	19
9200	Civil Custody	3	11
9300	Traffic Non-Criminal (Reports Only - Does not include Citations Issued)	2	9
9400	False Alarm Activation	1	28
9500	Fires (Other than Arson)	0	7
9700	Accidents, All Other	2	20
9800	Inspections, Unfounded FIRS	0	0
9900	General Assistance (All Except Other Police Agencies)	120	636
9911 & 9912	General Assistance (Other Police Agencies)	98	541
FIRS	Medical First Responder	26	202



October Reports for Plainwell Department of Public Safety

PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION

The Plainwell Department of Public Safety was dispatched to 98 calls for assistance outside the city limits of Plainwell by Allegan County Central Dispatch.

These calls were classified as Priority 1 Assists.

Fire Suppression/Call Out Incident Report

Date	Dispatch Time	Arrival Time	Location	Incident Type	Actions taken	Apparatus	PSO	POC
10/06/2024	16:19	16:21	691 W Bridge St	Smoke Detector Activation	Shut Down System, Restore Fire Alarm System	C6	1	1
10/06/2024	19:08	19:12	320 Brigham St Rm #105	EMS Call	Provide Basic Life Support	S62	2	6
10/13/2024	13:00	13:05	217 Colfax St	EMS Call	Emergency Medical Services	C5, S62	2	3
10/13/2024	18:59	19:06	128 W Chart St	Power Line Down	Investigate, Shut Down System, Notify Other Agencies	C5, E17, E11	1	6
10/13/2024	18:59	19:06	222 W Chart St	Power Line Down	Investigate, Shut Down System, Notify Other Agencies	C5, E17, E11	1	6
10/16/2024	19:09	19:13	320 Brigham St Rm #101	EMS Call	Emergency Medical Services	C5	1	0
10/17/2024	08:59	09:07	100 Block W Bridge St / Park St	Natural Gas Leak	Provide Apparatus, Control Traffic, Standby	E11, E17, T63, C2, C5	5	4
10/17/2024	23:03	23:08	107 S Main St	EMS Call	Provide Basic Life Support, Provide Manpower, Investigate	S62, C5	2	4
10/25/2024	19:44	19:56	Kalamazoo River -Mitchell St / Edsell St	Water Rescue	Mutual Aid, Rescue, Remove From Harm	C3, C4, C5, S62, T63, B	4	6
10/29/2024	09:05	09:08	320 Brigham St	False Alarm	Investigate	C6	3	2
10/30/2024	07:33	07:46	1028 Bronson Ave	Building Fires	Extinguish, Salvage & Overhaul	C1, C4, E11, T63	4	4

Calls for Service at Plainwell Schools

Plainwell High School: 12
684 Starr Road

Gilkey School: 2
707 S. Woodhams Street

Plainwell Middle School: 3
720 Brigham Street

Starr Elementary: 3
601 school Drive

Early Childhood Development: 0
307 E. Plainwell Street

Renaissance School: 2

Ordinance Report

We had **31** Ordinance Complaints.

This is a breakdown of the Ordinance Violations for the month of October 2024:

- 2 - Inoperable Vehicles
- 1 - Burning Complaint
- 12 - Sign Ordinance Violations
- 16 - Complaints of trash or leaves disposed of improperly

The Ordinance Violation Case against the N. Sherwood address was dismissed by the judge over a procedural issue and will be re-issued. That case is already being followed up on.

Water Renewal
Superintendent: Bryan Pond
October 2024



Significant Department Actions and Results

We changed the West Secondary clarifier drive motor.
We changed the #1 Primary clarifier drive motor.
The DO membranes on the MBBR got changed.
Bill finished painting the exterior of the Digester building.
We installed a new sampler for sampling of our effluent.

Pending Items (including CIP) FY 23/24

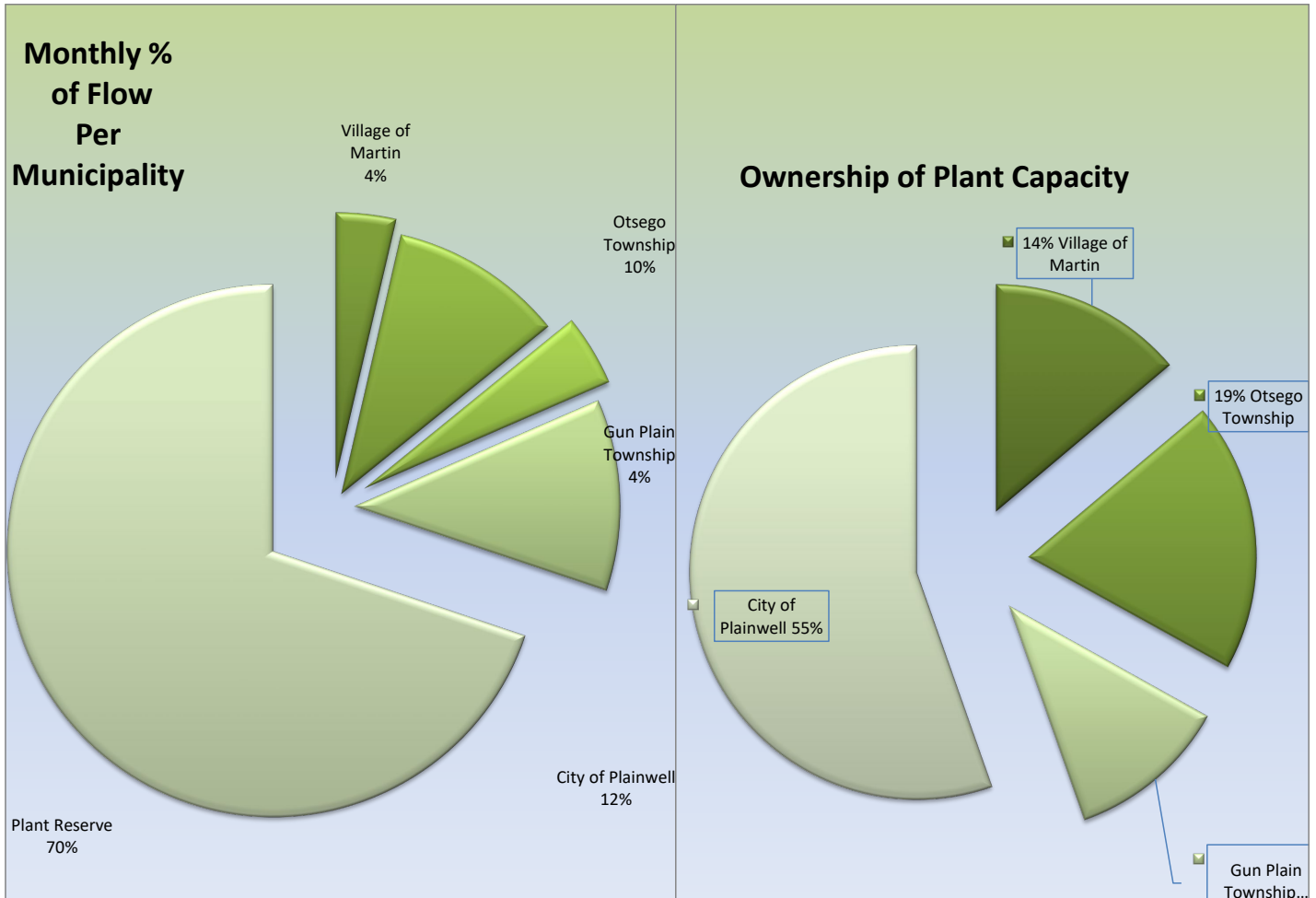
Expenditure Summary/Issues

	<u>(budgeted)</u>	(completed)
Hydronic Loop Addition	\$10,000	
Odor Control Study	\$10,000	
Repair Sewer Manhole Michigan St	\$20,000	
CIP Sewers Washington, Kester, Glenview	62,000	
HACH DR 3900 Phosphorus test equipment	<u>\$10,000</u>	completed
	\$112,000	

Monthly Flow Data

Our permitted volume of treatment is 1,300,000 gallons per day. The table and graph below shows the breakdown of average monthly flow from our customer communities, the percent ownership of our customer communities.

	Total Gallons	Permitted Daily Flow Gallons	Reserve	Ownership of Plant Capacity
Village of Martin	931,275			
Gun River MH Park	458,000			
US 131 Motor Sports Park	60,000			
Total:	1,449,275			
AVG. DAILY:	43,917	180,000	76%	14%
Otsego Township	4,256,294			
AVG. DAILY:	128,979	250,000	48%	19%
Gun Plain Township	1,200,000			
Ridderman Gas Station	27			
USA Earthworks	2,000			
North Point Church	3,000			
North 10th Street	303,452			
Gores Addition	234,000			
TOTAL	1,742,479			
AVG. DAILY	7,091	150,000	95%	12%
City of Plainwell	4697100			
AVG. DAILY:	151519.36	720,000	79%	55%
Avg. Daily Plant Flow from entire service district		0.37		



State Required Reporting Compatible Pollutants

MI State Requirement	City Benchmark	Monthly Avg. Reported/MDEQ
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Carbonaceous Biochemical oxygen demand (CBOD-5):

25 mg/l	15	5.64
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This test measures the amount of oxygen consumed by bacteria during the decomposition of organic materials. Organic materials from wastewater treatment facility act as a food source for bacteria.

TOTAL SUSPENDED SOLIDS (TSS):

30 mg/l	15	9
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Includes all particles suspended in water which will not pass through a filter. As levels of TSS increase, a water body begins to lose its ability to support a diversity of aquatic life.

PHOSPHORUS (P):

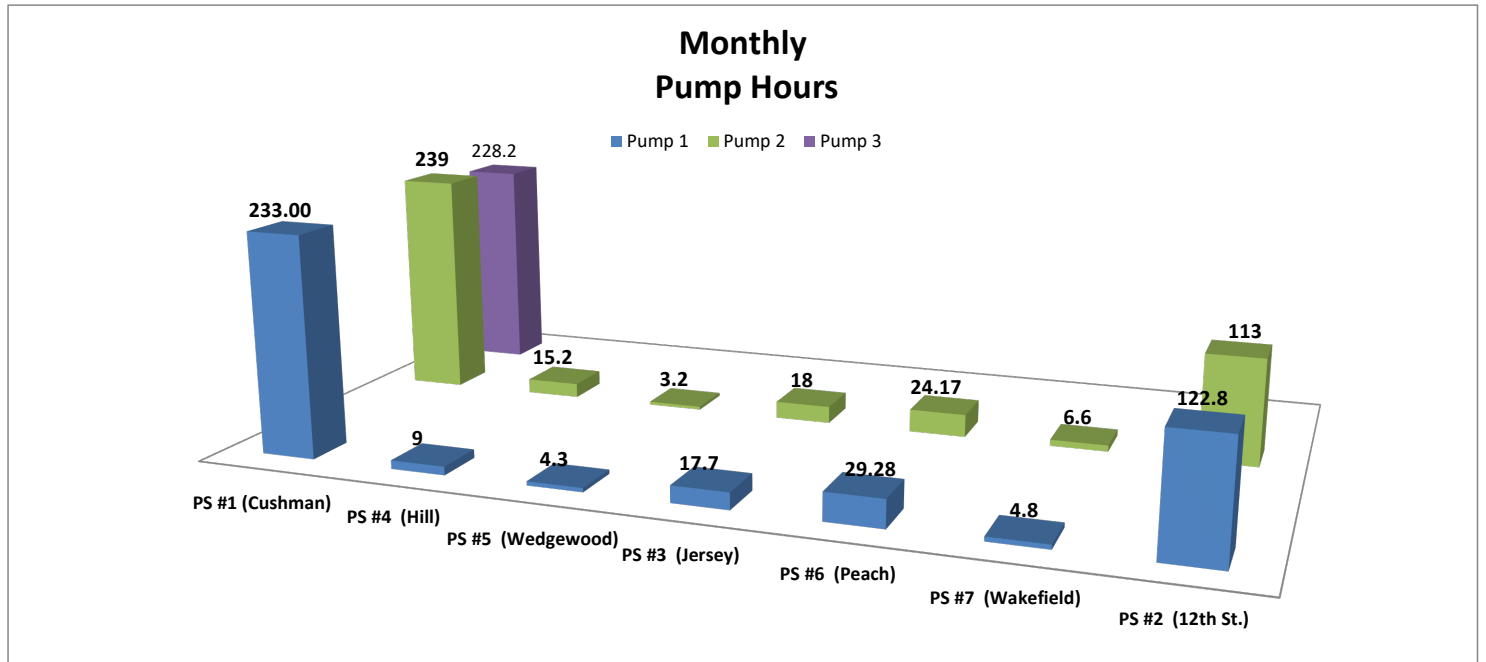
1.0 mg/l	0.45	0.31
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Controlling phosphorous discharges is a key factor in preventing eutrophication of surface waters. Eutrophication is caused by water enrichment of inorganic plant nutrients. Eutrophication negatively effects water bodies due to increases in algal blooming, causing excessive plant growth which depletes dissolved oxygen in the river which is necessary for aquatic life to survive.

Total Coliform (COLI):

200counts/ml	50	1
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A group of bacteria found in soil, on vegetation and in large numbers in the intestine of warm-blooded animals, including humans. Water is not a natural medium for coliform organisms and their presence in water is indicative of some type of contamination.



Pumps convey the waste where gravity sewers cannot, run times are a indicator of how the station is operating and being maintained.

**CITY OF PLAINWELL
MINUTES
Planning Commission
Wednesday, August 21, 2024**

1. Call to Order at 6:32 pm by Colingsworth
2. Pledge of Allegiance
3. Roll Call:
Present: Jay Lawson, Stephen Bennett, Kevin Hammond, Lori Steele, Rachel Collingsworth, Elizabeth Raich
4. Approval of Minutes: 06/19/2024
Motion to approve minutes and place them on file was made by Steele and seconded by Lawson. All in favor vote. Motion passed.
5. Chairperson's Report: None
6. Public Comment – None
7. Public Hearing: **Motion was made to open the public hearing at 6:34 pm by Steele and seconded by Hammond. All in favor vote. Motion passed**
AN ORDINANCE TO AMEND CHAPTER 53 “ZONING” OF THE CITY OF PLAINWELL CODE OF ORDINANCES; TO AMEND ARTICLE XVI “GENERAL PROVISIONS” TO ADD SEC. 53-132D PERTAINING TO THE KEEPING OF BACKYARD CHICKENS.
Siegel, Community Development Manager, explained the amendment and new zoning ordinance concerning keeping chickens.
Public Comments:
 1. Kimberly Inman, 441 W. Chart St. wanted clarification of zoning districts chickens would be allowed in and clarified they were in the City limits.
 2. Dawn Dean, 208 E. Brighton St. shared her three concerns about having chickens. Allowing Chickens will be a detriment to our city. Who will enforce the ordinance? Concerned about the neglect of the chickens and the increase of animals attracted to chickens (coyotes, raccoons, etc.)**A motion to close the public hearing at 6:45 was made by Steele and seconded by Lawson. All in favor vote. Motion passed.**
Council Comments:
Bennett – Thanked Dawn Dean for speaking up and many more citizens in Plainwell, who were not aware of the public hearing, felt the same. He would be voting no on this ordinance.
Raich – Asked if the chickens would be contained at all times. Also, it's hard to know the sex of the chicken at a young age.
Hammond – mentioned the Planning Commission utilized other municipalities' ordinances to create the one presented.
Steele – stated she was the one who brought the suggestion to the Planning Commission.

A motion was made by Steele and seconded by Hammond to provide a recommendation to City Council to amend Chapter 53 of the Zoning of the Plainwell City Code of Ordinances; To amend article XVI “General Provisions” to add Sec. 53-132D pertaining to the Keeping of Backyard Chickens. On a roll call vote motion passed 4 yes and 2 No’s motion passed.

Steele – Yes

Hammond – Yes

Raich – Yes

Colingsworth – No

Bennett – No

Lawson – Yes

8. New Business:

a. Draft Historic Mill Overlay District – Discussion

Discussion regarding zoning on the Mill Site for future development. Utilizing the memo from Williams and Work Planning Commission will look at Principal Permitted Uses and Permitted uses after Special Approval.

A consensus that this property has its challenges and adding an overlay district is a simple solution to create designs that will enhance future development but not hinder development. More discussion will take place.

7. Old Business: None

8. Reports and Communications: 5/28/24, 6/18/24, 6/24/24, 7/8/2024, 7/22/2024 minutes were reviewed and placed on file.

9. Public Comments: None

10. Staff Comments: General updates of development in Plainwell and the Mural at 111 N. Main St. was touched up and paid for by the Plainwell Arts Council.

11. Commissioner Comments: None

12. Adjournment: Colingsworth adjourned the meeting at 7:37 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

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

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

Submitted by Denise Siegel, Community Development Manager

**MINUTES
CITY OF PLAINWELL
PARKS & TREES COMMISSION
October 17, 2024**

1. Matthew Bradley called the meeting to order at 5:03 PM.
2. Roll Call: Present: Matthew Bradley, Marsha Keeler, Bunny LaDuke, Shirley DeYoung and Cory Redder. Absent Public Works Superintendent Bob Nieuwenhuis and Council Member Todd Overhuel and Bunny LaDuke.

3. Approval of Minutes:

Shirley DeYoung moved to accept and place on file the minutes of, September 12, 2024. Marsha Keeler supported the motion. On voice vote, motion carried unanimously.

4. Parks:

Cheryl reported for Bob that:

1. The DPW poured concrete for the new picnic tables coming to Hicks Park.
2. There was a broken gas meter in Hicks Park that had to be repaired by Michigan Gas.
3. Wade got the irrigation all blown out.
4. We put the pumpkins and mums out ahead of Pumpkins in the Park.
5. We have been keeping the mums and new plants watered.

Sherwood Park Maintenance Report – Shirley DeYoung

Shirley reported that the park looks good and there were kids playing when she was there.

Pell Park Maintenance Report – Marsha Keeler

Marsha reported that the park looks good. The roses and butterfly bushes are still blooming.

Hicks Park Maintenance Report – Matthew Bradley

Matthew reported that he noticed the gas company there when he walked through and they let him know that the park used to be lighted by gas lights and that line is still in the ground. He noticed the new concrete slabs and they look good.

Cook Park Maintenance Report – Cory Redder

Cory reported that he did not walk through the park because it's still a mess with all the equipment up there. The paving looks good. Lower Cook looks fine there were lots of dogs.

Kenyon Park Maintenance Report – Bob Nieuwenhuis

Bob/Todd were both absent there was a light discussion about the park being used by the Rocket Football program. The ball fields don't seem to be used much.

Darrow Park Maintenance Report – Bunny LaDuke

Bunny was absent but Shirley said the park looks fine.

Riverwalk, Band Shell & CBD Maintenance Report – Cory Redder

Cory reported that the area looks fine and there is nothing new to report.

5. New Business

- A. **Porch Fest:** Matthew went to Troy Ohio to visit his brother and he went to the porch fest. He said the town people opened up their porches to musicians. They had a lot of people there to watch. He thought it would be fun if Plainwell could do something like this. He showed the board pictures of the event.

6. Open Business

- A. **Soil Erosion:** Cory let the board know that Lois is still digging into this and she spoke with the DNR and they advised her to check with EGLE (the State of Michigan) because they may have some funding that the city can apply for. Matthew

suggested that we check with other cities that might be having the same issues. We will table this conversation to when Bunny gets back.

7. Public Comments

None.

8. Staff Comments

None.

9. Chairman's Report

None.

10. Commissioners' Comments

It was shared that there were some pictures posted from Charlevoix and there was art made out of used shop metal.

11. Items For Next Agenda:

Continued discussion about the soil erosion along the river.

12. Next Meeting

The next meeting will be Thursday, November 14, 2024 at 5 PM.

13. Adjournment

Marsha Keeler moved to adjourn the meeting. Cory Redder supported the motion. On voice vote, motion carried unanimously.

There being no further business, the meeting adjourned at 5:55PM.

Minutes Respectfully Submitted,
Cheryl Pickett

CITY OF PLAINWELL
MINUTES
Planning Commission
Wednesday, November 20, 2024

1. Call to Order at 6:32 pm by Colingsworth
2. Pledge of Allegiance
3. Roll Call:
Present: Jay Lawson, Stephen Bennett, Lori Steele, Rachel Collingsworth, Elizabeth Raich
Excused: Kevin Hammond
4. Approval of Minutes: 08/21/2024
Motion to approve minutes and place them on file was made by Lawson and seconded by Steele. All in favor vote. Motion passed.
5. Chairperson's Report: None
6. Public Comment – None
7. New Business: CIP Budget 2024-2030 review
The CIP budget was updated and reviewed. **A motion by Lawson and seconded by Raich to accept the CIP budget 2024-2030 updates and move forward to City Council for final approval.**
8. Old Business: None
9. Reports and Communications: 8/12, 8/26, 9/9, 9/23, 10/14, 10/28 City Council minutes were reviewed and placed on file.
10. Public Comments: None
11. Staff Comments:
Business updates – Cigar Shop; Gifted Boutique; 1871 Taproom
Progress updates on Holiday Inn Express
Updates on the tour of a development in Grand Rapids that could be a fit for a portion of the Mill Site.
12. Commissioner Comments: None
13. Adjournment: Colingsworth adjourned the meeting at 7:18 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

11/21/2024

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL

INVOICE ENTRY DATES 11/08/2024 - 11/21/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Vendor Code	Vendor Name		Amount
	Invoice	Description	
000002	AT&T		
	2696851957 11	AIRPORT LANDLINE NOVEMBER 2024	191.58
	2696856824 11	DPS LANDLINE NOVEMBER 2024	191.58
TOTAL FOR: AT&T			383.16
000004	PLAINWELL AUTO SUPPLY INC		
	726834	DPW - SILICONE SPRAY TRUCK #3 AB	5.99
	726941	DPW - LUCAS OIL STABILIZER/DIESEL ALL IN ONE TRUCK #	82.58
	727349	DPW - HOSE ENF FITTING(2)/WEATHERSHIELD HOSE(4) T	80.94
	728107	DPW - KENDALL SUPER BLUE GREASE SHOP DR	121.80
	728129	DPW - OIL/FILTER WATER VAN WK	49.83
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			341.14
000009	CONSUMERS ENERGY		
	206703718565	WR PLANT NOVEMBER 2024	6,339.07
TOTAL FOR: CONSUMERS ENERGY			6,339.07
000010	RIDDERMAN & SONS OIL CO INC		
	183002	DPW - 439GL 30-#2 DYED DIESEL	1,077.37
	183003	DPW - 329GL 5-87 REG 10% ETHANOL GASOLINE	720.08
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			1,797.45
000013	RATHCO SAFETY SUPPLY INC		
	183263	DDA - ALUM OVERNIGHT PARKING SIGNS DS	816.00
	183434	DPW - SIGNS RUSSET DR/STOP (2) CP	261.26
TOTAL FOR: RATHCO SAFETY SUPPLY INC			1,077.26
000014	MICHIGAN GAS UTILIITIES CORP		
	5250321143	WR PLANT SERVICE OCTOBER 2024	1,563.94
	5250389057	DPS BUILDING OCTOBER 2024	180.32
	5250876500	DPW BUILDING OCTOBER 2024	106.20
	5251110195	CITY HALL SERVICE OCTOBER 2024	39.47
	5251318865	WR - CUSHMAN SERVICE OCTOBER 2024	41.81
	5251954159	DPW BACK BARN NOVEMBER 2024	111.27
	5252776277	DPW WATER CHEM ROOM NOVEMBER 2024	92.17
	5252991623	WR 12 ST LIFT STATION NOVEMBER 2024	40.19
TOTAL FOR: MICHIGAN GAS UTILIITIES CORP			2,175.37
000035	APPLIED INNOVATION		

	2663995	CITY HALL COPIER CHARGES 10/13 - 11/12/2024	264.26
	2668734	DPW/WR COPIER CHARGES 10/16 - 11/15/2024	109.84
TOTAL FOR: APPLIED INNOVATION			374.10
000077	MCMASTER-CARR SUPPLY		
	36170226	WR - BACKUP POWER SUPPLY BP	309.75
TOTAL FOR: MCMASTER-CARR SUPPLY			309.75
000104	HARDINGS MARKET 380		
	032038640841	DPW - SIDEWALK SALT CP	550.00
TOTAL FOR: HARDINGS MARKET 380			550.00
000134	HAROLD ZEIGLER FORD		
	346066	DPS - SERVICE/OIL CHANGE 2014 FORD *4482 KC	76.96
TOTAL FOR: HAROLD ZEIGLER FORD			76.96
000138	AMERICAN OFFICE SOLUTIONS		
	37843811	DPS - COPIER LEASE/USAGE OCTOBER 2024 KC	173.16
TOTAL FOR: AMERICAN OFFICE SOLUTIONS			173.16
000140	HACH CO		
	14246498	DPW - SPADNS2 BOTTLES FOR FLOURIDE(16) CP	944.40
TOTAL FOR: HACH CO			944.40
000153	FLEIS & VANDENBRINK INC		
	71429	PROFESSIONAL SERVICES WR EGLE IPP INSPECTION BP	550.00
TOTAL FOR: FLEIS & VANDENBRINK INC			550.00
000356	LOCK MASTER SECURITY LLC		
	12711	ADMIN - ACCESS CONTROL CITY UPGRADE BK	14,696.00
TOTAL FOR: LOCK MASTER SECURITY LLC			14,696.00
000581	FADER EQUIPMENT INC		
	143700	DPW - 18"DIAMOND SAW BLADES CP	359.80
TOTAL FOR: FADER EQUIPMENT INC			359.80
000760	ALLEGAN COUNTY SHERIFFS DEPT		
	2024.10	DPW - OCTOBER 2024 SHERIFFS CREW ASSIST CP	273.00
	2024.9	DPW - SEPTEMBER 2024 SEHRIFFS CREW ASSIST CP	348.00
TOTAL FOR: ALLEGAN COUNTY SHERIFFS DEPT			621.00
000910	GRAINGER		
	9318204972	WR - FUSE/VALVE WHEEL LK	87.70
TOTAL FOR: GRAINGER			87.70
000941	WEST MICHIGAN CRIMINAL JUSTICE TC		
	6086	DPS - GLOCK ARMORER COURSE FEE KC	50.00

TOTAL FOR: WEST MICHIGAN CRIMINAL JUSTICE TC			50.00
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000947	WYOMING ASPHALT PAVING INC.		
	2024-655	DPW - 1.54CP LOCAL POTHOLES	110.88
	2024-715	DPW - 5.77 BASE SEWER REPAIR UNION ST CP	346.20
TOTAL FOR: WYOMING ASPHALT PAVING INC.			457.08
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001215	FLIER'S		
	142308	WR - LAB DI TANKS C/A/MB LK/BP	641.00
TOTAL FOR: FLIER'S			641.00
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001413	NCL OF WISCONSIN		
	511719	WR - H-9A HYDROCHLORIC ACID CONC BP	395.57
TOTAL FOR: NCL OF WISCONSIN			395.57
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001448	PROFESSIONAL CODE INSPECTIONS		
	240010	OCTOBER 2024 PERMITS	5,887.00
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS			5,887.00
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001974	BOMMERSCHEIM WINDOW & DOOR LLC		
	2665	WR - DOOR AND FRAME REPAIR DUE TO GARBAGE TRUCK	1,875.00
TOTAL FOR: BOMMERSCHEIM WINDOW & DOOR LLC			1,875.00
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002002	USABUEBOOK		
	INV00537550	WR - ZINC REGENT SET 100PK BP	104.00
	INV00537663	WR - 25ML GRAD CYLINDER/HACH PHOSPHATE REGENT(I	701.31
	INV00537793	WR - HACH TNT SAMPLE BLANK VIALS(2)/GRADUATED CY	103.53
	INV00538132	WR - GAS DETECTION PART BP	1,588.21
	INV00545798	WR - LPM REGULATOR GAS DETECTION LK	129.56
TOTAL FOR: USABUEBOOK			2,626.61
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002116	CHARTER COMMUNICATIONS		
	005582801110124	CITY HALL PHONE/INTERNET/TV NOVEMBER 2024	392.54
	005583601110124	DPW/WR INTERNET NOVEMBER 2024	149.98
TOTAL FOR: CHARTER COMMUNICATIONS			542.52
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002164	R W MERCER CO.		
	265185	AIRPORT - TROUBLESHOOT CARD READER VW	210.00
TOTAL FOR: R W MERCER CO.			210.00
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002201	VOSS LIGHTING		
	20200536-00	DPW - STREET LIGHT BULBS CP	475.00
TOTAL FOR: VOSS LIGHTING			475.00
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002292	WILLIAMS VIRGIL		
	2024.11.14	AIRPORT - REIMBURSEMENT FOR RUNWAY LIGHTS & GR	203.12
TOTAL FOR: WILLIAMS VIRGIL			203.12
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002368	ORTON, TOOMAN, HALE, MCKOWN & KIEL		
	2024.10	DPS - PROFESSIONAL SERVICES OCTOBER 2024 KC	637.50

	TOTAL FOR: ORTON, TOOMAN, HALE, MCKOWN & KIEL		637.50

002402	STEENSMA LAWN & POWER EQUIPMENT		
	1179378	WR - EQUIP EVAL ON OLD MOWER BP	131.25
	1179620	DPW - HP ULTRA OIL (2GL MIX) 12 CP	59.88

	TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT		191.13

002478	ENGINEERED PROTECTION SYSTEMS INC		
	A866471	DPS - NOTIFIER SYSTEM MONITORING 10/1/2024 - 2/28/	201.60

	TOTAL FOR: ENGINEERED PROTECTION SYSTEMS INC		201.60

002562	CITY OF ALLEGAN		
	0000013932	DPW - 3RD QUARTER WATER TESTING (57) WK	1,140.00

	TOTAL FOR: CITY OF ALLEGAN		1,140.00

002591	WADE KEYZER		
	2024.10.8	DPW - JEANS REIMBURSEMENT (S) RN	60.00

	TOTAL FOR: WADE KEYZER		60.00

002703	CONTINENTAL LINEN SERVICES INC		
	4057036	CITY HALL RUGS	46.79
	4057038	DPW RUGS	71.06
	4057039	WR RUGS	29.92

	TOTAL FOR: CONTINENTAL LINEN SERVICES INC		147.77

002719	STATE OF MICHIGAN - D.N.R.E./DEQ		
	761-11240121	DPW - WATER TESTING 2024 CP	1,293.38

	TOTAL FOR: STATE OF MICHIGAN - D.N.R.E./DEQ		1,293.38

003084	QUALITY AIR SERVICE INC		
	20242965	WR - FUME HOOD CERTIFICATION 2024 BP	320.50

	TOTAL FOR: QUALITY AIR SERVICE INC		320.50

004168	SBF ENTERPRISES		
	0139592	ADMIN - SUPPLIES/PRINTING WINTER 2024 TAX BILLS BK	310.90
	2024WTAXPOST	ADMIN - WINTER 2024 TAX BILL POSTAGE BK	794.96

	TOTAL FOR: SBF ENTERPRISES		1,105.86

004190	WATERSOLVE LLC		
	10226	WR - 1 465LB DRUM SOLVE 137 LK/BP	1,200.00

	TOTAL FOR: WATERSOLVE LLC		1,200.00

004221	R.W. LAPINE INC		
	50086854	WR - GRIT BLDG UNIT HEATER BP	2,895.00

TOTAL FOR: R.W. LAPINE INC			2,895.00
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004241	GHD SERVICES INC		
	340-0128081	SEPTEMBER 2024 UTILITIES/COMMON ARE MAINTENANC	1,389.68
TOTAL FOR: GHD SERVICES INC			1,389.68
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004814	WILLIAMS & WORKS		
	99317	OCTOBER 2024 PROFESSIONAL SERVICES PLANNING/ZON	234.00
TOTAL FOR: WILLIAMS & WORKS			234.00
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004855	PLAINWELL ACE HARDWARE		
	18106	DPW - SHED KEYS (2) AB	7.18
	18126	DPW - SCREWS/BIT SHED AB	104.16
	18140	DPW - OSC BLADE(2)/R4 SCREWS AB	110.97
	18142	DPW - 1GL PAINT SHED AB	51.99
	18143	DPW - LED T5 48" 2PK CITY HALL RL	29.99
	18150	DPW - FRAMING HAMMER AB	31.99
	18156	DPW - 1GL PAINT/ROLLER/BRUSH SHED JF	61.57
	18184	DPW - CLAMP/4 AWG 3/8"STUD AB	9.58
	18200	DPW - ACRYLIC SHEET(2) MILL AB	199.98
	18209	DPW - ELBOW/PRIMER/HYDRAULIC CMT JF	59.97
	18210	DPW - ELBOW RETURN JF	(24.99)
	18214	DPW - QUIKRETE CP	6.59
	18219	DPSW - PUSH PLATE/MISC FASTENERS DPS BATHROOM	22.75
	18220	DPW - MISC FASTENERS DPS BATHROOM DOOR DR	2.36
	18222	DPW - CREVICE TOOL/HOSE ADAPTER SHOP WK	21.58
	18234	DPW - PVC BUSHING WK	7.59
	18237	DPW - STAR BIT/TRIM SCREWS OLD ORCHARD SHED AB	23.98
	18241	AIRPORT - SPRAY PAINT AIRPORT RUNWAY LIGHTS VW	13.98
	18256	DPW - THERMOMETER/TIMER WELLHOUSE #4 - ANTIFRE	34.34
	18264	DPW - COVER BOX/BLANK WELLHOUSE 4 WK	2.38
	18273	WR - PUTTY KNIFE/CAULK BP	9.98
	18293	WR - LYSOL/CLEANER LK	16.77
	18302	DPW - HOLDER/FASTENERS NO PARKING SIGNS AB	18.75
	18303	DPW - PVC PIPE NO PARKING SIGNS AB	49.99
	18306	DPW - SHOP/OFFICE FILTERS WK	71.93
	18307	DPW - MISS DIG PAINT BLUE WK	9.99
	18316	DPW - AIRPORT KEYS (4) AB	14.36
	18319	DPW - MISS DIG PAINT GREEN(2)/BLUE(2) WK	39.96
	18325	WR - 1QT RUST STOP PAINT LK	16.99
	18326	DPW - FASTENERS/PIPE INSULATION/BOLTS CHRISTMAS	94.05
TOTAL FOR: PLAINWELL ACE HARDWARE			1,120.71
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004886	REPUBLIC SERVICES		
	0249-008378116	OCTOBER 2024 CITY WIDE BULK TRASH	12,059.37
TOTAL FOR: REPUBLIC SERVICES			12,059.37
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004902	BLOOM SLUGGETT PC		
	25729	OCTOBER 2024 PROFESSIONAL SERVICES JL	779.00
TOTAL FOR: BLOOM SLUGGETT PC			779.00
005012	UNITED BANK		
	2024.11.13RIC	ADMIN - RETURN ITEM CHARGE BK	15.00
	2024.11.14RIC	ADMIN - RETURNED ITEM FEE	15.00
	2024.11.14RIC2	ADMIN - RETURNED ITEM CHARGE PCI PERMIT	15.00
	2024.11.19	ADMIN - ACH FEE - TAX DISTRIBUTION 11/22/2024 - BK	7.00
	2024.11.20	ADMIN ACH FEES (2) PAYROLL DIRECT DEPOSIT & UNION	14.00
	2024.11.21	ACH FEE - WINTER TAX BILL POSTAGE RB	7.00
	2024.13.13UB	UB PRENOTE 11/15/2024 ACH FEE	7.00
TOTAL FOR: UNITED BANK			80.00
005015	CHECKALT-KLIK		
	222265	OCTOBER 2024 ELOCKBOX FEES	137.16
TOTAL FOR: CHECKALT-KLIK			137.16
005026	ROBERT NIEUWENHUIS		
	2024.10.10	DPW - BOOT REIMBURSEMENT RN	225.00
TOTAL FOR: ROBERT NIEUWENHUIS			225.00
005029	SPECTRUM PRINTERS		
	83345	ADMIN - TEST DECK 11/5 ELECTION GL	105.00
TOTAL FOR: SPECTRUM PRINTERS			105.00
005047	STAPLES, INC.		
	6016599108	DPS - SHARPIES/FASTENERS/PAPER TOWEL/HOLE PUNCH	90.79
TOTAL FOR: STAPLES, INC.			90.79
005048	SUMMIT FIRE PROTECTION CO		
	2765526	DPS - 2024 ANNUAL FIRE EXTINGUISHER INSPECTION KC	423.10
TOTAL FOR: SUMMIT FIRE PROTECTION CO			423.10
005070	NSF INTERNATIONAL		
	6596621	DPW - WATER TESTING 2024	360.00
TOTAL FOR: NSF INTERNATIONAL			360.00
005101	PHENOVA INC		
	209101	WR - WP NUT1 SIMPLE NUTRIENTS ONLY BP/LK	141.69
TOTAL FOR: PHENOVA INC			141.69
005122	GREAT LAKES ELEVATOR, LLC		
	11455	DPS - 4TH QTR ELEVATOR MAINTENANCE KC	300.00
TOTAL FOR: GREAT LAKES ELEVATOR, LLC			300.00
005145	COUNTY OF KENT		

	38221	DPW - BULK TRASH CLEAN UP CP	104.47
TOTAL FOR: COUNTY OF KENT			104.47
005171	FLYERS ENERGY LLC		
	CFS-4072532	DPS FUEL FOR POLICE/FIRE VEHICLES 11/15/2024	879.56
TOTAL FOR: FLYERS ENERGY LLC			879.56
005195	T-MOBILE USA INC		
	2024.10	CITY WIDE CELL PHONES 9/21 - 10/20/2024	692.46
TOTAL FOR: T-MOBILE USA INC			692.46
005203	APEX SEAMLESS GUTTER SYSTEMS LLC		
	1084	DPW - PELL PARK GUTTERS CP	777.50
TOTAL FOR: APEX SEAMLESS GUTTER SYSTEMS LLC			777.50
005205	MORRISON INDUSTRIAL EQUIPMENT CO		
	W02040716-1	WR - FORK LIFT TIRES & MAINTENANCE BP	1,757.48
TOTAL FOR: MORRISON INDUSTRIAL EQUIPMENT CO			1,757.48
005208	RYAN LINDSEY PHOTOGRAPHY		
	20241113-PWC-00	DDA - FARMERS MARKET DOUBLE SIDED POLE/BANNER	135.00
TOTAL FOR: RYAN LINDSEY PHOTOGRAPHY			135.00
999999	BUSHEL & A PECK		
	2024.11.15	DDA - REIMBURSEMENT FOR LADIES LOOT DS	75.00
	2024.11.19	DDA - REIMBURSEMENT FOR LADIES LOOT DS	25.00
TOTAL FOR: PERFECT IMAGE			100.00
ACACH	ALLEGAN COUNTY TREASURER		
	2024.11.16	DISTRIBUTE 2024 TAX COLLECTIONS W/E 11/16/2024	1,103.45
TOTAL FOR: ALLEGAN COUNTY TREASURER			1,103.45
ALLEG ISD	ALLEGAN AREA EDUCATION SVC AGENCY		
	2024 PILOT	DISTRIBUTE 2024 PILOT COLLECTIONS	5,576.05
	2024.11	DELINQUENT PP TAXES COLLECTED THRU 11/9/2024 BK	51.35
TOTAL FOR: ALLEGAN AREA EDUCATION SVC AGENCY			5,627.40
ALLEGAN TR	ALLEGAN COUNTY TREASURER		
	2024 PILOT	DISTRIBUTE 2024 PILOT COLLECTIONS	8,096.41
	2024.11	DELINQUENT PP TAXES COLLECTED THRU 11/9/2024 BK	19.06
TOTAL FOR: ALLEGAN COUNTY TREASURER			8,115.47
PL COM SCH	PLAINWELL COMMUNITY SCHOOLS		
	2024 PILOT	DISTRIBUTE 2024 PILOT COLLECTIONS - SCHOOL DEBT ON	12,219.55
	2024.11	DELINQUENT PP TAXES COLLECTED THRU 11/9/2024 BK	175.02
TOTAL FOR: PLAINWELL COMMUNITY SCHOOLS			12,394.57

RANSOM	RANSOM DISTRICT LIBRARY		
	2024 PILOT	DISTRIBUTE 2024 PILOT COLLECTIONS (SUMMER AND WI	2,427.69
	2024.11	DELINQUENT PP TAXES COLLECTED THRU 11/9/2024 BK	8.03
TOTAL FOR: RANSOM DISTRICT LIBRARY			2,435.72

RDLACH	RANSOM DISTRICT LIBRARY		
	2024.11.16	DISTRIBUTE 2024 TAX COLLECTIONS W/E 11/16/2024	143.92
TOTAL FOR: RANSOM DISTRICT LIBRARY			143.92

TOTAL - ALL VENDORS			105,124.46
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INVOICE AUTHORIZATION

Person Compiling Report

I verify that to the best of my knowledge the attached invoice listing is accurate and the procedures in place to compile this invoice listing has been followed.

Insert Signature:

Roxanne
Branch

Digitally signed by
Roxanne Branch
Date: 2024.11.21
11:48:30 -05'00'

Brian Kelley, Finance Director/Treasurer

I verify that I have reviewed the expenditures and to the best of my knowledge the attached invoice listing is accurate and matches invoices physically authorized by Department Heads.

Insert Signature:

Brian Kelley

Digitally signed by Brian
Kelley
Date: 2024.11.21
14:59:44 -05'00'

Bryan Pond, Water Renewal Plant Supt.

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Kevin Callahan, Public Safety Director

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Kevin A
Callahan

Digitally signed by Kevin
A Callahan
Date: 2024.11.22
10:07:18 -05'00'

Bob Nieuwenhuis, Public Works Supt.

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Robert
Nieuwenhuis

Digitally signed by Robert
Nieuwenhuis
Date: 2024.11.21
12:34:42 -05'00'

Justin Lakamper, City Manager

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Justin
Lakamper

Digitally signed by Justin
Lakamper
Date: 2024.11.21
12:11:14 -05'00'

Reports & Communications:

A. Annual Financial Statement Audit Presentation

Section 7.10 of the Plainwell City Charter requires an annual audit of all city accounts by qualified accounts experienced in municipal accounting. The firm Siegfried Crandall, PC has provided auditing services for Plainwell for many years, and will present the city's audited financial statements as of June 30, 2024 to Council.

Recommended action: Consider accepting and placing on file the audited financial statements as of and for the year ended June 30, 2024.

B. Water Renewal – Approval for replacement of West Tech Grit Mitt

The current grit removal equipment has begun to wear through the existing stainless-steel trough and needs to be replaced before it fails. W. Soule is able to fabricate new one.

Recommended action: Consider approving W. Soule to remove and replace the existing grit removal equipment in the grit building for \$12,822.00.

C. City of Plainwell – 2024-2030 Capital Improvement Plan (CIP) review

A Capital Improvement Plan (CIP) is a long-term planning tool that identifies and schedules major physical infrastructure projects and investments, over a six-year period. It serves as a roadmap for the City to manage large-scale expenditures on assets such as buildings, roads, utilities, parks, and equipment. The last update was done 2022 so we are adding two years onto to the existing CIP. The CIP is created by city staff for approval by both the Planning Commission and City Council. The Planning Commission has approved the CIP as presented. Not all projects on this list will be feasible in the timeline presented however, having a robust CIP helps with planning and understanding the wants and needs of the City in terms of capital projects.

Recommended action: Consider approving the 2024-2030 Capital Improvement Plan as presented.

D. City of Plainwell – Purchase of a Kayak Launch for use at Darrow Park

At the direction of the Parks and Trees, the City applied for and received a \$7,000 grant from the Pipp Foundation to purchase a floating kayak launch and dock system for use at Darrow Park. The installation site for the dock is privately owned. The owner has expressed a desire to donate the land in question to the City, but for a number of reasons, this has not yet occurred. The City would like to purchase the equipment now, as it is covered in full by the grant, and it can be installed elsewhere at Darrow Park if necessary.

Recommended action: Consider approving the purchase of a Wave Armor Floating Dock and Kayak Launch System from BoatLifeandDock.com for a total cost of \$6,148.80.

E. City of Plainwell – USA Earthworks LLC Pay Application #7 – Old Orchard Project

On December 28, 2023, City Council approved a bid from USA Earthworks LLC for water/sewer/street improvements in the Old Orchard neighborhood. The work began on April 1, 2024 and is nearly complete. USA Earthworks has submitted pay applications monthly. The original contract allows the City to retain a percentage of the cost of the remaining work. The remaining work is estimated at \$30,000, and the City will retain \$59,638.89.

Recommended action: Consider approving Pay Application #7 for USA Earthworks LLC in the amount of \$888,345.58 for work done on the Old Orchard Project.

Reminder of Upcoming Meetings

- December 04, 2024 – Plainwell Planning Commission – 6:30pm
- **December 09, 2024 – Plainwell City Council – 7:00pm**
- December 10, 2024 – Plainwell DDA/BRA/TIFA – 7:30am
- December 12, 2024 – Plainwell Parks & Trees – 5:00pm

Agenda Subject to Change

Note: All public comment limited to two minutes, when recognized please rise and give your name and address.
Plainwell is an equal opportunity provider and employer