

# City of Plainwell

Nick Larabel  
Paul Rizzo  
Adam Hopkins  
Jim Turley  
Cathy Green  
David Steffen  
Vacant  
Justin Lakamper  
Randy Wisnaski



"The Island City"

Department of Administration Services  
211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821  
[www.plainwell.org](http://www.plainwell.org)

## AGENDA DDA/TIFA/BRA Tuesday, September 09, 2025 - 7:30AM Plainwell City Hall Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes – 08/12/2025
5. Public Comment
6. Chairman's Report
7. Recommendations and Reports:
  - A. BRA - Accounts Payable for August - \$88.08  
The Board will consider confirming BRA payables for August 2025 in the amount of \$88.08.
  - B. DDA - Accounts Payable for August - \$139.71  
The Board will consider confirming DDA payables for August 2025 in the amount of \$139.71.
  - C. TIFA - Accounts Payable for August - \$10.37  
The Board will consider confirming TIFA payables for August 2025 in the amount of \$10.37.
8. Communications: The August 2025 Summary and Detail Financial Reports and City Council Meeting minutes from 7/28/2025 and 8/11/2025.
9. Public Comment
10. Staff Comments
11. Board Comments
12. Adjournment

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

**MINUTES**  
**Joint Meeting of the Plainwell Planning Commission and BRA DDA TIFA**  
**August 12, 2025**

1. Chairman Rizzo called the meeting to order at 7:30am in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: BRA/DDA/TIFA:  
Present: Adam Hopkins, Paul Rizzo, Cathy Green, Jim Turley, David Steffen, Randy Wisnaski, and Justin Lakamper  
Excused: Nick Larabel  
Roll Call: Planning Commission:  
Present: Dale Burnham and Lori Steele  
Excused: Kevin Hammond, Jay Lawson, Stephen Bennett, Rachel Collingsworth and Elizabeth Raich
4. Approval of Minutes:  
**A motion by Hopkins, seconded by Turley, to accept and place on file the BRA DDA TIFA Meeting Minutes of the 7/08/2025 meeting. On a voice vote, all voted in favor. Motion passed.**
5. Public Comment: None.
6. Presentation by Classic Auto Factory
7. Chairman's Report: None.
8. Recommendations and Reports:
  - A. **A motion by Green, seconded by Wisnaski, confirming BRA payables for July 2025 in the amount of \$5,053.33. On a voice vote, all in favor. Motion passed.**
  - B. **A motion by Rizzo, seconded by Wisnaski, confirming DDA payables for July 2025 in the amount of \$995.89. On a voice vote, all in favor. Motion passed.**
  - C. **A motion by Green, seconded by Hopkins, confirming TIFA payables for June 2025 in the amount of \$492.17. On a voice vote, all in favor. Motion passed.**
9. Communications:  
**The July 2025 Summary and Detail Financial Reports and City Council Meeting minutes from 6/23/2025 and 7/14/2025 were reviewed.**
10. Public Comment: Members of the public asked questions about the Classic Auto Factory presentation
11. Staff Comments: City Manager Lakamper stated that the downtown clock has been taken to Cincinnati to be repaired. He is unsure how long the repairs will take.
12. Board Member Comments:  
Steffen thanked the members of City Council who came to the meeting today.
13. Adjournment:  
**A motion by Turley, seconded by Hopkins, to adjourn the meeting at 8:38am. On a voice vote, all voted in favor. Motion passed.**

Submitted by,  
JoAnn Leonard, City Clerk

09/01/2025 04:52 PM  
User: BKELLEY  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 08/01/2025 - 08/31/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 1/2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 243 BROWNFIELD REDEVELOPMENT AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
243-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	AUGUST 2025 DENTAL/VISION	8.71	29091
243-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	AUGUST 2025 LIFE INSURANCE	3.67	29092
243-443-775.000	Supplies - Repairs and Mai	HOME DEPOT	DPW - PNT BRUSH(2)/FOIL TA	75.70	3393
Total For Dept 443 PUBLIC				88.08	
Total For Fund 243 BROWNFI				88.08	

09/01/2025 04:52 PM  
User: BKELLEY  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 08/01/2025 - 08/31/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 2/2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
Fund 243 BROWNFIELD REDEVE				88.08	
				<u>88.08</u>	

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User: BKELLEY  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 08/01/2025 - 08/31/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 1/2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	AUGUST 2025 DENTAL/VISION	3.42	29091
248-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	AUGUST 2025 LIFE INSURANCE	1.29	29092
Total For Dept 443 PUBLIC				4.71	
Dept 775 SPECIAL EVENTS					
248-775-881.022	Farmers Market Costs - DD	PLUMBER'S PORTABLE TOILETS	DDA - PORTABLE TOILET MAF	135.00	29111
Total For Dept 775 SPECIAI				135.00	
Total For Fund 248 DOWNTOW				139.71	

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User: BKELLEY  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 08/01/2025 - 08/31/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 2/2

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

Fund 248 DOWNTOWN DEVELOPM	139.71
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DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 08/01/2025 - 08/31/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 1/2

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 247 TAX INCREMENT FINANCE AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
247-443-718.001	HEALTH INSURANCE PREMIUMS COPS HEALTH TRUST		AUGUST 2025 DENTAL/VISION	8.55	29091
247-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	AUGUST 2025 LIFE INSURANCE	1.82	29092
Total For Dept 443 PUBLIC				10.37	
Total For Fund 247 TAX INC				10.37	

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DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 08/01/2025 - 08/31/2025  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Page: 2/2

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

Fund 247 TAX INCREMENT FIN	10.37
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	10.37



09/02/2025 09:04 PM  
User: BKELLEY  
DB: Plainwell

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
PERIOD ENDING 08/31/2025  
% Fiscal Year Completed: 16.99

Page: 1/3

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

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 08/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	36,248.00	21,725.69	0.00	14,522.31	59.94
D08	D08 - Interest and rentals	0.00	43.62	27.75	(43.62)	100.00
F40.05	F40.05 - Other financing, Transfer In	110,000.00	18,333.34	9,166.67	91,666.66	16.67
TOTAL REVENUES		146,248.00	40,102.65	9,194.42	106,145.35	27.42
Expenditures						
443	PUBLIC WORKS	129,280.00	17,483.30	7,392.88	111,796.70	13.52
905	DEBT SERVICE	16,624.00	2,770.78	1,385.39	13,853.22	16.67
TOTAL EXPENDITURES		145,904.00	20,254.08	8,778.27	125,649.92	13.88
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		146,248.00	40,102.65	9,194.42	106,145.35	27.42
TOTAL EXPENDITURES		145,904.00	20,254.08	8,778.27	125,649.92	13.88
NET OF REVENUES & EXPENDITURES		344.00	19,848.57	416.15	(19,504.57)	5,769.93

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2025	MONTH	08/31/2025	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND							
Revenues							
D01	D01 - Taxes	33,734.00	30,287.45		0.00	3,446.55	89.78
D08	D08 - Interest and rentals	5,000.00	2,128.14		1,073.31	2,871.86	42.56
D04	D04 - State grants	88,515.00	0.00		0.00	88,515.00	0.00
TOTAL REVENUES		127,249.00	32,415.59		1,073.31	94,833.41	25.47
Expenditures							
443	PUBLIC WORKS	54,533.00	5,697.35		2,612.90	48,835.65	10.45
TOTAL EXPENDITURES		54,533.00	5,697.35		2,612.90	48,835.65	10.45
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:							
TOTAL REVENUES		127,249.00	32,415.59		1,073.31	94,833.41	25.47
TOTAL EXPENDITURES		54,533.00	5,697.35		2,612.90	48,835.65	10.45
NET OF REVENUES & EXPENDITURES		72,716.00	26,718.24		(1,539.59)	45,997.76	36.74

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 16.99

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

GL NUMBER	DESCRIPTION	2025-26 AMENDED BUDGET	YTD BALANCE 08/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 08/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	95,893.00	86,022.63	0.00	9,870.37	89.71
D08	D08 - Interest and rentals	2,000.00	1,246.51	655.50	753.49	62.33
D04	D04 - State grants	7,575.00	0.00	0.00	7,575.00	0.00
D06	D06 - Charges for services	7,375.00	1,257.97	407.15	6,117.03	17.06
TOTAL REVENUES		112,843.00	88,527.11	1,062.65	24,315.89	78.45
Expenditures						
443	PUBLIC WORKS	62,584.00	3,233.95	1,060.47	59,350.05	5.17
775	SPECIAL EVENTS	10,750.00	277.15	135.00	10,472.85	2.58
900	CAPITAL OUTLAY	55,390.00	0.00	0.00	55,390.00	0.00
TOTAL EXPENDITURES		128,724.00	3,511.10	1,195.47	125,212.90	2.73
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		112,843.00	88,527.11	1,062.65	24,315.89	78.45
TOTAL EXPENDITURES		128,724.00	3,511.10	1,195.47	125,212.90	2.73
NET OF REVENUES & EXPENDITURES		(15,881.00)	85,016.01	(132.82)	(100,897.01)	535.33
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		386,340.00	161,045.35	11,330.38	225,294.65	41.68
TOTAL EXPENDITURES - ALL FUNDS		329,161.00	29,462.53	12,586.64	299,698.47	8.95
NET OF REVENUES & EXPENDITURES		57,179.00	131,582.82	(1,256.26)	(74,403.82)	230.12

PERIOD ENDING 08/31/2025

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GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2025 (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
243-000-404.040	Captured Tax Real - BR - City Tax	6,864.00	6,863.91	0.00	0.09	100.00
243-000-404.041	Captured Tax Real - BR - Library	1,201.00	822.27	0.00	378.73	68.47
243-000-404.042	Captured Tax Real - BR - Capital Impr	573.00	573.21	0.00	(0.21)	100.04
243-000-404.043	Captured Tax Real - BR - Fire Reserve	573.00	573.21	0.00	(0.21)	100.04
243-000-404.044	Captured Tax Real - BR - Solid Waste	745.00	745.17	0.00	(0.17)	100.02
243-000-404.047	Captured Tax Real - DDA - School	13,757.00	4,677.12	0.00	9,079.88	34.00
243-000-404.048	Captured Tax Real - BR - County Taxes	4,007.00	2,958.90	0.00	1,048.10	73.84
243-000-413.060	Captured Tax Pers - City Tax	2,470.00	2,470.29	0.00	(0.29)	100.01
243-000-413.061	Captured Tax Pers - Library	432.00	295.93	0.00	136.07	68.50
243-000-413.062	Captured Tax Pers - Capital Improvement	206.00	206.30	0.00	(0.30)	100.15
243-000-413.063	Captured Tax Pers - Fire Reserve	206.00	206.30	0.00	(0.30)	100.15
243-000-413.064	Captured Tax Pers - Solid Waste	268.00	268.19	0.00	(0.19)	100.07
243-000-413.065	Captured Tax Pers - County Taxes	4,946.00	1,064.89	0.00	3,881.11	21.53
243-000-665.000	Interest Earnings - Investments	0.00	43.62	27.75	(43.62)	100.00
243-000-699.101	Interfund Transfer In - General Fund	30,000.00	5,000.00	2,500.00	25,000.00	16.67
243-000-699.401	Interfund Transfer In - Cap Improvement	80,000.00	13,333.34	6,666.67	66,666.66	16.67
TOTAL REVENUES		146,248.00	40,102.65	9,194.42	106,145.35	27.42
Expenditures						
243-443-703.000	Salaries/Wages - Full Time Employees	49,039.00	5,455.87	3,081.58	43,583.13	11.13
243-443-704.001	Wages - Part Time Employees	2,755.00	2,538.29	1,525.71	216.71	92.13
243-443-704.005	Wages - Part Time Seasonal Employees	0.00	88.00	0.00	(88.00)	100.00
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	4,026.00	626.58	361.18	3,399.42	15.56
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,680.00	148.79	148.79	1,531.21	8.86
243-443-716.000	Retirement - Defined Contribution 401a	3,851.00	539.16	300.79	3,311.84	14.00
243-443-718.001	Health Insurance Premiums - Current EE	2,657.00	114.98	45.63	2,542.02	4.33
243-443-718.013	Health Insurance - HSA - Employer Paid	738.00	33.55	28.75	704.45	4.55
243-443-723.001	Retiree Health Care - OPEB	31.00	6.46	3.23	24.54	20.84
243-443-725.001	Fringe Benefit - Life Insurance	46.00	7.23	3.67	38.77	15.72
243-443-725.010	Workers Comp Insurance	175.00	255.38	0.00	(80.38)	145.93
243-443-767.000	Clothing - Uniforms - contract provided	99.00	0.00	0.00	99.00	0.00
243-443-775.000	Supplies - Repairs and Maintenance	2,000.00	75.70	75.70	1,924.30	3.79
243-443-801.013	Professional Services - Attorney	10,000.00	0.00	0.00	10,000.00	0.00
243-443-801.030	Professional Services - Auditor	425.00	0.00	0.00	425.00	0.00
243-443-830.000	Contractual Reimbursement CRA Activities	27,186.00	0.00	0.00	27,186.00	0.00
243-443-931.000	Equipment Repair & Maintenance	15,000.00	0.00	0.00	15,000.00	0.00
243-443-935.001	Property Liability Insurance	3,972.00	4,879.16	0.00	(907.16)	122.84
243-443-940.000	Rentals - Equipment	5,600.00	2,714.15	1,817.85	2,885.85	48.47
243-905-991.001	Debt Service - Principal -Interfund Loan	15,848.00	2,641.38	1,320.69	13,206.62	16.67
243-905-993.001	Debt Service - Interest - Interfund Loan	776.00	129.40	64.70	646.60	16.68
TOTAL EXPENDITURES		145,904.00	20,254.08	8,778.27	125,649.92	13.88
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		146,248.00	40,102.65	9,194.42	106,145.35	27.42
TOTAL EXPENDITURES		145,904.00	20,254.08	8,778.27	125,649.92	13.88
NET OF REVENUES & EXPENDITURES		344.00	19,848.57	416.15	(19,504.57)	5,769.93

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
 PERIOD ENDING 08/31/2025  
 % Fiscal Year Completed: 16.99

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

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	08/31/2025 (ABNORMAL)	MONTH 08/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
247-000-404.040	Captured Tax Real - BR - City Tax	16,584.00	16,583.49	0.00	0.51	100.00
247-000-404.041	Captured Tax Real - BR - Library	2,902.00	1,986.17	0.00	915.83	68.44
247-000-404.042	Captured Tax Real - BR - Capital Impr	1,385.00	1,384.64	0.00	0.36	99.97
247-000-404.043	Captured Tax Real - BR - Fire Reserve	1,385.00	1,384.64	0.00	0.36	99.97
247-000-404.044	Captured Tax Real - BR - Solid Waste	1,800.00	1,800.00	0.00	0.00	100.00
247-000-404.048	Captured Tax Real - BR - County Taxes	9,678.00	7,148.51	0.00	2,529.49	73.86
247-000-583.000	Local Grants	88,515.00	0.00	0.00	88,515.00	0.00
247-000-665.000	Interest Earnings - Investments	5,000.00	2,128.14	1,073.31	2,871.86	42.56
TOTAL REVENUES		127,249.00	32,415.59	1,073.31	94,833.41	25.47
Expenditures						
247-443-703.000	Salaries/Wages - Full Time Employees	36,287.00	2,829.89	1,472.77	33,457.11	7.80
247-443-704.001	Wages - Part Time Employees	200.00	30.23	16.20	169.77	15.12
247-443-704.005	Wages - Part Time Seasonal Employees	0.00	229.24	128.00	(229.24)	100.00
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,805.00	243.99	131.59	2,561.01	8.70
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,155.00	111.25	111.25	1,043.75	9.63
247-443-716.000	Retirement - Defined Contribution 401a	1,979.00	279.16	143.43	1,699.84	14.11
247-443-718.001	Health Insurance Premiums - Current EE	3,184.00	30.82	1.24	3,153.18	0.97
247-443-718.013	Health Insurance - HSA - Employer Paid	744.00	5.73	4.00	738.27	0.77
247-443-723.001	Retiree Health Care - OPEB	0.00	0.46	0.23	(0.46)	100.00
247-443-725.001	Fringe Benefit - Life Insurance	22.00	3.65	1.82	18.35	16.59
247-443-725.010	Workers Comp Insurance	172.00	194.55	0.00	(22.55)	113.11
247-443-801.030	Professional Services - Auditor	100.00	0.00	0.00	100.00	0.00
247-443-930.001	Land & Building Repairs/Maintenance	5,000.00	0.00	0.00	5,000.00	0.00
247-443-935.001	Property Liability Insurance	485.00	535.51	0.00	(50.51)	110.41
247-443-940.000	Rentals - Equipment	2,400.00	1,202.87	602.37	1,197.13	50.12
TOTAL EXPENDITURES		54,533.00	5,697.35	2,612.90	48,835.65	10.45
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		127,249.00	32,415.59	1,073.31	94,833.41	25.47
TOTAL EXPENDITURES		54,533.00	5,697.35	2,612.90	48,835.65	10.45
NET OF REVENUES & EXPENDITURES		72,716.00	26,718.24	(1,539.59)	45,997.76	36.74

## REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 08/31/2025

% Fiscal Year Completed: 16.99

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

		2025-26	YTD BALANCE	ACTIVITY FOR	AVAILABLE	
GL NUMBER	DESCRIPTION	AMENDED BUDGET	08/31/2025	MONTH 08/31/2025	BALANCE	% BDGT
			(ABNORMAL)	(INCREASE (DECREASE))	(NORMAL (ABNORMAL))	USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
248-000-404.030	Captured Tax Real - DDA - City Tax	45,558.00	45,517.59	0.00	40.41	99.91
248-000-404.031	Captured Tax Real - DDA - Library	7,973.00	5,452.49	0.00	2,520.51	68.39
248-000-404.032	Captured Tax Real - DDA - Capital Impr	3,804.00	3,800.97	0.00	3.03	99.92
248-000-404.033	Captured Tax Real - DDA - Fire Reserve	3,804.00	3,800.97	0.00	3.03	99.92
248-000-404.034	Captured Tax Real - DDA - Solid Waste	4,945.00	4,941.27	0.00	3.73	99.92
248-000-404.045	Captured Tax Real - DDA - County Taxes	26,592.00	19,621.50	0.00	6,970.50	73.79
248-000-413.060	Captured Tax Pers - City Tax	1,581.00	1,581.16	0.00	(0.16)	100.01
248-000-413.061	Captured Tax Pers - Library	277.00	189.36	0.00	87.64	68.36
248-000-413.062	Captured Tax Pers - Capital Improvement	132.00	132.05	0.00	(0.05)	100.04
248-000-413.063	Captured Tax Pers - Fire Reserve	132.00	132.05	0.00	(0.05)	100.04
248-000-413.064	Captured Tax Pers - Solid Waste	172.00	171.66	0.00	0.34	99.80
248-000-413.065	Captured Tax Pers - County Taxes	923.00	681.56	0.00	241.44	73.84
248-000-583.000	Local Grants	7,575.00	0.00	0.00	7,575.00	0.00
248-000-642.001	Sales of Merchandise - DDA	0.00	14.72	4.72	(14.72)	100.00
248-000-654.001	Charges for Service - Farmers Market Fee	5,100.00	1,243.25	402.43	3,856.75	24.38
248-000-654.102	Special Event Revenues - DDA	2,275.00	0.00	0.00	2,275.00	0.00
248-000-665.000	Interest Earnings - Investments	2,000.00	1,246.51	655.50	753.49	62.33
TOTAL REVENUES		112,843.00	88,527.11	1,062.65	24,315.89	78.45
Expenditures						
248-443-703.000	Salaries/Wages - Full Time Employees	36,290.00	1,697.84	878.11	34,592.16	4.68
248-443-704.001	Wages - Part Time Employees	400.00	60.45	32.40	339.55	15.11
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,799.00	133.91	69.25	2,665.09	4.78
248-443-712.001	Cash in Lieu of Benefits - Insurance Buy	660.00	0.00	0.00	660.00	0.00
248-443-713.001	Overtime Pay	518.00	0.00	0.00	518.00	0.00
248-443-716.000	Retirement - Defined Contribution 401a	1,480.00	169.20	85.40	1,310.80	11.43
248-443-718.001	Health Insurance Premiums - Current EE	4,143.00	18.31	(10.94)	4,124.69	0.44
248-443-718.013	Health Insurance - HSA - Employer Paid	960.00	6.68	3.99	953.32	0.70
248-443-723.001	Retiree Health Care - OPEB	36.00	1.94	0.97	34.06	5.39
248-443-725.001	Fringe Benefit - Life Insurance	18.00	2.88	1.29	15.12	16.00
248-443-725.010	Workers Comp Insurance	93.00	79.74	0.00	13.26	85.74
248-443-767.000	Clothing - Uniforms - contract provided	57.00	0.00	0.00	57.00	0.00
248-443-774.000	Supplies - Planting	2,700.00	0.00	0.00	2,700.00	0.00
248-443-775.000	Supplies - Repairs and Maintenance	4,100.00	0.00	0.00	4,100.00	0.00
248-443-801.030	Professional Services - Auditor	100.00	0.00	0.00	100.00	0.00
248-443-851.000	Postage	100.00	0.00	0.00	100.00	0.00
248-443-900.000	Printing and Publishing	3,500.00	0.00	0.00	3,500.00	0.00
248-443-920.000	Utilities - Electric	1,000.00	0.00	0.00	1,000.00	0.00
248-443-930.001	Land & Building Repairs/Maintenance	2,000.00	524.50	0.00	1,475.50	26.23
248-443-935.001	Property Liability Insurance	480.00	538.50	0.00	(58.50)	112.19
248-443-948.000	Computer Services	50.00	0.00	0.00	50.00	0.00
248-443-955.000	Miscellaneous Expense	200.00	0.00	0.00	200.00	0.00
248-443-960.000	Education & Training - Professional	200.00	0.00	0.00	200.00	0.00
248-443-962.000	Memberships & Dues	700.00	0.00	0.00	700.00	0.00
248-775-880.021	Community Promotion - Special Events	7,650.00	0.00	0.00	7,650.00	0.00
248-775-881.022	Farmers Market Costs - DDA	3,100.00	277.15	135.00	2,822.85	8.94
248-900-971.000	Capital Purchase	50,000.00	0.00	0.00	50,000.00	0.00
248-900-972.000	Capital Outlay - Contracted Services	5,390.00	0.00	0.00	5,390.00	0.00
TOTAL EXPENDITURES		128,724.00	3,511.10	1,195.47	125,212.90	2.73

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

GL NUMBER	DESCRIPTION	2025-26	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 08/31/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND								
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:								
TOTAL REVENUES		112,843.00	88,527.11		1,062.65		24,315.89	78.45
TOTAL EXPENDITURES		128,724.00	3,511.10		1,195.47		125,212.90	2.73
NET OF REVENUES & EXPENDITURES		(15,881.00)	85,016.01		(132.82)		(100,897.01)	535.33
TOTAL REVENUES - ALL FUNDS		386,340.00	161,045.35		11,330.38		225,294.65	41.68
TOTAL EXPENDITURES - ALL FUNDS		329,161.00	29,462.53		12,586.64		299,698.47	8.95
NET OF REVENUES & EXPENDITURES		57,179.00	131,582.82		(1,256.26)		(74,403.82)	230.12

**MINUTES**  
**Plainwell City Council**  
**July 28, 2025**

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Dan Martin of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, and Councilmembers Keeney, Wisnaski and Green.  
Absent: None.
5. Approval of Minutes:  
**A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 07/14/2025 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: JJ Hayka offered to share questions or concerns with Representative Matt Hall.
7. Presentation by Classic Auto Factory
8. County Commissioners Report: Commissioner Dugan gave an update on happenings throughout Allegan County.
9. Agenda approval:  
**A motion by Steele, seconded by Wisnaski, to approve the Agenda for the July 28, 2025 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
10. Mayor's Report: None.
11. Recommendations and Reports:
  - A. Superintendent Keyzer discussed a contract with SmartSights, LLC. A 3-year service contract is recommended.  
**A motion by Wisnaski, seconded by Green, approving a 3-year contract with SmartSights, LLC for SCADA system support and emergency text messaging service. On a roll call vote, all voted in favor. Motion passed.**
  - B. Superintendent Keyzer discussed the purchase of a 4" Promag flow meter with a 3-year warranty. The meter would replace the current meter (installed in 1998) that is no longer serviceable due to age.  
**A motion by Keeney, seconded by Wisnaski, approving the purchase of a 4" Promag flow meter and warranty from Endress Hauser for \$7,973.99. On a roll call vote, all voted in favor. Motion passed.**
  - C. Superintendent Nieuwenhuis discussed the removal, service and reinstallation of the pump equipment from Well 7 by Peerless Midwest. This service was recommended following this year's municipal well inspection.  
**A motion by Keeney, seconded by Steele, approving the overhaul and maintenance of Well 7 pump equipment by Peerless Midwest for a cost not to exceed \$33,540.00. On a roll call vote, all voted in favor. Motion passed.**
  - D. Personnel Coordinator/Interim Treasure Kersten discussed an amendment to the Section 125 Plan. The amendment allows the City to opt out of Flex Spending Accounts and Dependent Care Accounts. No City employees are currently enrolled in either of these plans.  
**A motion by Green, seconded by Keeney, approving an amendment to the City's Section 125 Plan to opt out of offering Flexible Spending Accounts (FSAs) and Dependent Care Accounts (DCAs) for the current plan year. On a roll call vote, all voted in favor. Motion passed.**
  - E. City Manager Lakamper discussed a Professional Services Agreement (PSA) with Fleis and Vandenbrink for the South Main paving project. This project will begin the second week of August.  
**A motion by Steele, seconded by Wisnaski, to enter into a Professional Services Agreement with Fleis & Vandenbrink for construction engineering on the South Main road construction project for \$75,500.00. On a voice vote, all in favor. Motion passed.**
12. Communications:  
**A motion by Steele, seconded by Wisnaski, to accept and place on file the June 2025 Department of Public Safety and Water Renewal Reports, the 06/10/2025 DDA/BRA/TIFA meeting minutes and the 6/12/2025 Parks & Trees meeting minutes. On a voice vote, all voted in favor. Motion passed.**
13. Accounts Payable:  
**A motion by Keeney, seconded by Green, that the bills be allowed and orders drawn in the amount of \$131,241.37 for payment of the same. On a roll call vote, all voted in favor. Motion passed.**
14. Public Comments: None.



**MINUTES**  
**Plainwell City Council**  
**July 28, 2025**

15. Staff Comments:

Personnel Coordinator/Interim Treasurer Kersten shared that interviews were being held for the Finance Director position.

Superintendent Nieuwenhuis had nothing to report.

Deputy Superintendent Keyzer had nothing to report.

Director Callahan discussed recovering kayakers from the river.

Clerk Leonard shared that the City is looking for Board of Review alternates. One application has been received.

City Manager Lakamper gave an update on Mill Building #2, stating that the insurance company has requested a quote from Taplin covering both restoration and demolition. Lawn restoration in the Old Orchard is mostly complete, with final reseeding happening in September. He shared that Director Callahan had hosted an active shooter table top exercise that was well received. He stated he had looked into recording Council meetings to share on YouTube, and would provide cost estimates soon.

16. Council Comments:

Mayor Pro Tem Steele reminded everyone about the Plainwell All School Reunion being held on August 9, 2025 at 1pm in the PHS cafeteria. Bring a dish to pass and your own table service, and visit with others who have attended Plainwell Schools. She had Traverse City in her thoughts and prayers.

Councilmember Wisnaski shared that the flowers this year look great.

Councilmember Keeney thanked Classic Car Factory for the presentation, and thanked Commissioner Dugan for his update.

Councilmember Green thanked Darius and his family for coming to the meeting, and thanked Director Callahan for hosting training for area officers.

17. Adjournment:

**A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 8:26pm. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
submitted by,  
JoAnn Leonard  
City Clerk

MINUTES APPROVED BY CITY COUNCIL  
August 11, 2025

  
JoAnn Leonard, City Clerk

**MINUTES**  
**Plainwell City Council**  
**August 11, 2025**

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Peter Dams of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmembers Wisnaski, Keeney and Green.  
Absent: None
5. Approval of Minutes:  
**A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 07/28/2025 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. County Commissioner's Report: None.
8. Agenda approval:  
**A motion by Steele, seconded by Wisnaski, to approve the Agenda for the August 11, 2025 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: Mayor Keeler shared that he has met several times with Darius, owner of Classic Auto Factory. They went to Dean's Ice Cream to see the classic cars there, and Dean's generously provided free ice cream to the group. He stated he stopped by Mosaic Distillery, and is impressed with the progress and work being done there. The building looks great, and the first batch of vodka is being distilled.
10. Recommendations and Reports:
  - A. City Manager Lakamper discussed a Professional Services Agreement (PSA) with Fleis & Vandenbrink. The cost of the PSA will be fully reimbursed using Strategic Site Readiness Program (SSRP) funds from Lakeshore Advantage.  
**A motion by Green, seconded by Keeney, to enter into a Professional Services Agreement with Fleis & Vandenbrink for fieldwork, design, permitting, bidding assistance and GIS services for Industrial Park improvements at a cost of \$135,000.00. On a roll call vote, all voted in favor. Motion passed.**
11. Communications:  
**A motion by Steele, seconded by Wisnaski, to accept and place on file the July 2025 Investment and Fund Balance Reports. On a voice vote, all voted in favor. Motion passed.**
12. Accounts Payable:  
**A motion by Wisnaski, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$333,739.65 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 shared the City clock was picked up for repair. He stated that Home Depot had contacted him to discuss a possible River Walk joint project with the City. He said the Surf Internet is installing fiber in the City, and had submitted Miss Digs for Starr, Brigham, Jersey and Hill Streets.

Superintendent Keyzer stated the entire grit system is up and running now.

City Manager Lakamper shared that he will provide Council with a Manager's update in weeks without a Council meeting. He shared that the Clark Gas Station has sold, and the owner's intent is to rebuild/remodel and keep it as a gas station. Interviews were held for the Finance Director position, with some promising candidates. He has talked with Watts Construction about the Mill development and condos along the river, and Watts is open to building a river walk.

**MINUTES**  
**Plainwell City Council**  
**August 11, 2025**

He stated that he is working with Classic Auto Factory on a list of benchmark tasks to be done prior to transferring building ownership, with the building façade being one of the main concerns.

BizEx has not closed with GHD yet.

MEDC may be an avenue available to NAPA Auto to design a new building that aligns with the other Mill Buildings historic appeal.

He discussed Accessory Dwelling Units, sharing that a City resident with an apartment above their garage is presenting their case to the Planning Commission at their next meeting. The resident would like to be able to rent the apartment, but per zoning ordinance, that is currently prohibited.

15. Council Comments:

Mayor Pro Tem Steele discussed the All School Reunion, sharing that turnout was good with ~75 people. Next year may be the last year, as there is little interest in planning this event. She will continue to keep memorabilia, and maintain PHS obituaries.

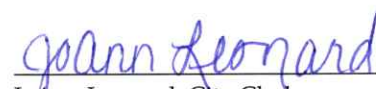
Councilmember Green thanked Bob and the DPW staff for the City's beautiful flowers this year, sharing that people coming into her downtown business have commented on them as well.

16. Adjournment:

**A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 7:39pm. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
submitted by,  
JoAnn Leonard  
City Clerk

MINUTES APPROVED BY CITY COUNCIL  
August 25, 2025

  
JoAnn Leonard, City Clerk