

# City of Plainwell

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



**"The Island City"**

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

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## **AGENDA**

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

### **City Hall Council Chambers**

### **April 08, 2025 7:30 AM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Minutes/Summary –03/11/2025**
- 5. General Public**
- 6. Chairman's Report**
  
- 7. BRA Action Items**
  - A. Updates on Mill Buildings
  - B. Accounts Payable for March of \$807.13
- 8. DDA Action Items**
  - A. Update on RFP Draft Architectural Designs for Hicks Park & Plaza
  - B. Accounts Payable for March of \$624.09
- 9. TIFA Action Items**
  - A. Accounts Payable for February of \$313.27
  
- 10. Communications:** 2/24/25 & 3/10/25 Council Meeting Minutes. Also, the Financial Report/Summary as of 3/31/2025
- 11. Public Comments**
- 12. Staff Comments:**
- 13. Member Comments**
- 14. Adjournment**

***The Island City***

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

**Minutes**  
**Plainwell DDA, BRA, and TIFA**  
**March 11, 2025**

1. Call to Order: Meeting was called to order at 7:32 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call:  
**Members Present**: Randy Wisnaski, Nick Larabel, Adam Hopkins, Cathy Green, Justin Lakamper, Jim Turley, Paul Rizzo  
**Excused**: Kevin Seckel
4. Approval of Minutes from 02/12/24: **A motion was made by Green to approve the minutes and place on file, seconded by Turley.**
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
  - A. **Updates on Mill Property/GHD**: Lakamper, City Manager provided updates on the city's first right of refusal for buildings 17 & 18 (GHD & atrium) as GHD has accepted an offer for the sale of their buildings.
  - B. **Motion to accept accounts payable for February of \$22,945.00 was made by Green and seconded by Wisnaski. All in favor vote. Motion passed.**
8. DDA Action Items
  - A. Update on RFP Architectural Designs for Hicks Park: Siegel, Community Development Manager received 2 RFP's for this project. Williams and Works and Progressive Companies
  - B. **Motion to accept accounts payable for February of \$1,138.64 was made by Larabel and seconded by Green. All in favor vote.**
9. TIFA Action Items
  - A. **Motion to accept accounts payable for February of \$287.14 was made by Wisnaski and seconded by Turley. All in favor vote. Motion carried.**
9. Communications: 01/27/25 & 2/10/25 Council Minutes and the Financial Report/Summary as of 2/28/2025
10. Public Comments: Terry Pickett, 124 Floral, commented that it is very hard to hear the council/board members from the audience and asked if we could work on a solution.
11. Staff Comments: Updates were given by Siegel regarding 3 new businesses opening soon in downtown.
12. Member Comments: None
13. Adjournment: **Meeting adjourned at 7:48 a.m.**

Submitted by Denise Siegel, Community Development Manager

04/02/2025 11:13 AM  
User: ROXANNE  
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 03/01/2025 - 03/31/2025  
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	MARCH 2025 DENTAL/VISION F	19.06	28544
243-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	MARCH 2025 HEALTH INSURANC	193.53	28546
243-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	MARCH 2025 LIFE INSURANCE	3.55	28545
243-443-775.000	Supplies - Repairs and Mai	PLAINWELL ACE HARDWARE	DPW - CAT FOOD FOR MILL TF	2.99	28633
243-443-801.013	Professional Services - At	BLOOM SLUGGETT PC	FEBRUARY 2025 PROFESSIONAI	588.00	28593
Total For Dept 443 PUBLIC				807.13	
Total For Fund 243 BROWNFI				807.13	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
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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 243 BROWNFIELD REDEVE	807.13
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	807.13

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## INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL

Page: 1/2

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POST DATES 03/01/2025 - 03/31/2025

DB: Plainwell

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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	MARCH 2025 DENTAL/VISION F	30.64	28544
248-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	MARCH 2025 HEALTH INSURANC	403.37	28546
248-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	MARCH 2025 LIFE INSURANCE	1.53	28545
248-443-955.000	Lunch	FERNWOOD	Lunch	19.08	3203
Total For Dept 443 PUBLIC				454.62	
Dept 775 SPECIAL EVENTS					
248-775-880.021	Socks for ladies night 25	AMAZON	Socks for ladies night 25	159.96	3203
248-775-880.021	Facebook	FACEBK	Facebook	9.51	3203
Total For Dept 775 SPECIAI				169.47	
Total For Fund 248 DOWNTOW				624.09	

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 03/01/2025 - 03/31/2025  
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	624.09
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624.09

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 03/01/2025 - 03/31/2025  
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		MARCH 2025 DENTAL/VISION F	26.52	28544
247-443-718.001	Health Insurance Premiums PRIORITY HEALTH		MARCH 2025 HEALTH INSURANC	284.92	28546
247-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	MARCH 2025 LIFE INSURANCE	1.83	28545
Total For Dept 443 PUBLIC				313.27	
Total For Fund 247 TAX INC				313.27	

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DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL  
POST DATES 03/01/2025 - 03/31/2025  
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	313.27
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	313.27



**MINUTES**  
**Plainwell City Council**  
**February 24, 2025**

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 Pro Tem Steele, Councilmember Wisnaski, Councilmember Keeney and Councilmember Green. Absent: Mayor Keeler  
**A motion by Wisnaski, seconded by Keeney, to excuse Mayor Keeler from tonight's proceedings. On a voice vote, all voted in favor. Motion passed.**
5. Approval of Minutes:  
**A motion by Keeney, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 02/10/2025 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. County Commissioners Report: Commissioner Dugan gave an update on happenings throughout Allegan County.
8. Agenda approval:  
**A motion by Wisnaski, seconded by Green, to approve the Agenda for the February 24, 2025 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: None.
10. Recommendations and Reports:
  - A. Community Development Manager Siegel discussed the return of unused Brownfield Redevelopment Loan (BRL) funding to the Michigan Department of Environment, Great Lakes and Energy (EGLE). The loan was given to the City in September of 2020 to assist with Phase 3 of the Plainwell Papermill Project.  
**A motion by Keeney, seconded by Green, to return \$22,171.71 of unused loan funds to the Michigan Department of Environment, Great Lakes and Energy. On a roll call vote, all voted in favor. Motion passed.**
  - B. City Manager Lakamper discussed the City's first right of refusal to purchase buildings 18 and 19 from GHD. There is an offer of \$326,000.00 for the buildings, which the City can match. Council discussed purchasing the buildings, and the potential advantages and disadvantages of keeping the property versus selling it.  
**A motion by Green, seconded by Keeney, to table the discussion concerning the purchase of buildings 18 and 19 by the City of Plainwell. On a roll call vote, all voted in favor. Motion passed.**
11. Communications:  
**A motion by Keeney, seconded by Wisnaski, to accept and place on file the January 2025 Department of Public Safety and Water Renewal Reports, the 01/14/2025 DDA/BRA/TIFA meeting minutes and the 01/16/2025 Parks & Trees meeting minutes. On a voice vote, all voted in favor. Motion passed.**
12. Accounts Payable:

**MINUTES**  
**Plainwell City Council**  
**February 24, 2025**

**A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$1,042,798.72 for payment of the same. On a roll call vote, all voted in favor. Motion passed.**

13. Public Comments: None.

14. Staff Comments:

Personnel Coordinator/Treasurer Kersten had nothing to report.

Superintendent Nieuwenhuis stated that he was enjoying the nicer weather.

Community Development Manager Siegel shared that Doggie DeeTails has been purchased, and the new owners plan on keeping it the same. She mentioned the upcoming Art Hop event.

Deputy Superintendent Keyser stated that he continues to train at the Wastewater Plant.

Director Callahan had nothing to report.

Clerk Leonard had nothing to report.

City Manager Lakamper shared that Nick Larabel has organized a meeting discussing Brownfield and how it applies to the Mill Site. The meeting is scheduled for Tuesday, March 11, 2025 at 8:00am at City Hall in the Council Chambers and is open to the public. All Board and Commission members are encouraged to attend. He stated that the City has requested for bids to clean and line sewer lines in the Old Orchard. Bids are due March 3, 2025. He discussed receiving notification from the State of Michigan that the Mill Site has higher than allowed PFAS levels.

15. Council Comments:

Mayor Pro-Tem Steele told Director Callahan that she has experienced an increase in cars not stopping for bus red lights on N. Main past Russet.

16. Adjournment:

**A motion by Keeney, 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  
March 10, 2025

  
JoAnn Leonard, City Clerk

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

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Scott Smail, of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Wisnaski, Councilmember Keeney and Councilmember Green. Absent: None
5. Approval of Minutes:  
**A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 02/24/2025 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: Dennis Bird, 224 Russet, discussed discoloration in his water.
7. County Commissioners Report: None.
8. Agenda approval:  
**A motion by Steele, seconded by Wisnaski, to approve the Agenda for the March 10, 2025 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: None.
10. Recommendations and Reports:
  - A. Downtown Development Manager Siegel shared that two City residents, Molly Wright and Barbara Seekman, had submitted applications to join the City's Compensation Commission.  
**A motion by Wisnaski, seconded by Keeler, confirming the Mayor's appointment of Molly Wright and Barbara Seekman to the Compensation Commission as presented. On a roll call vote, all voted in favor. Motion passed.**
  - B. Superintendent Nieuwenhuis discussed cleaning and lining sewer lines within the City. An RFQ (Request for Quote) was put out, and a sealed bid opening was held on March 3, 2025. Plummers Environmental Services is recommended for this project.  
**A motion by Keeler, seconded by Steele, approving Plummer's Environmental Services to complete the lining and cleaning project for the City of Plainwell for \$183,036.50. On a roll call vote, all voted in favor. Motion passed.**
  - C. Superintendent Keyser discussed rebuilding the 15+ year old Wilo grit pump. Rebuilding the pump is a fraction of the cost of replacing it, and will provide many more years of service before it needs to be replaced.  
**A motion by Keeler, seconded by Wisnaski, approving the rebuild of the Wilo grit pump by Fixall Electric for \$6,640.28. On a roll call vote, all voted in favor. Motion passed.**
  - D. Superintendent Nieuwenhuis discussed the installation of three large water meters which will complete the City-wide water meter change out. Quotes were solicited, and two were received. W Soule is recommended for this project.  
**A motion by Steele, seconded by Wisnaski, approving the installation of three large water meters by W Soule for \$5,320.00. On a roll call vote, all voted in favor. Motion passed.**
  - E. Superintendent Nieuwenhuis discussed auctioning off unused items and equipment from the DPW. The City has authorized the sale of unused equipment in the past and done well. Proceeds from the sale will have a positive impact on the budget.  
**A motion by Keeler, seconded by Steele, approving the auction of unused equipment and items by the DPW as presented. On a roll call vote, all voted in favor. Motion passed.**
  - F. City Manager Lakamper discussed the purchase of Mill buildings #17 and #18 from GHD. The City has first right of refusal, which allows for the purchase of the buildings for the same price offered by another interested party.

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

**A motion by Green, seconded by Keeney, to postpone the purchase of buildings #17 and #18 from GHD until a special meeting can be held on Wednesday, March 19 so Council will have an opportunity to review all documents before making a final decision. On a roll call vote, all voted in favor. Motion passed.**

11. Communications:

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

12. Accounts Payable:

**A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$355,089.58 for payment of the same. On a roll call vote, all voted in favor. Motion passed.**

13. Public Comments:

- A. Terry Pickett, 124 Floral; Questioned Council on their decision to table the sale of GHD and urged them to sell the property.
- B. Dale Burnham, 201 Prairie; Voiced concern over the Council's decision to table the sale of GHD, urged them to sell the property.
- C. Eric Fein, 219 Washington; Asked Council and City staff to reconsider the parking ordinances for overnight parking.

14. Staff Comments:

Personnel Coordinator/Treasurer Kersten had nothing to report.

Superintendent Nieuwenhuis addressed Mr. Bird and set an appointment to meet with him. Also mentioned the cost to maintain buildings 17 & 18 if Council decided to keep them, would be beyond the DPW budget to maintain the buildings.

Community Development Manager Siegel shared 3 new businesses in downtown; EGLE Loan repayment schedule and amount.

Deputy Superintendent Keyzer stated staff were training on the Asset Management Software

Superintendent Pond mentioned the sale of GHD to BizEx Ventures would be a good idea.

Director Callahan had nothing to share

Clerk Leonard was excused from the meeting for training.

City Manager Lakamper reported Watts Homes proposing a variety of sizes of home for the Mill Site. Further discussion is underway.

15. Council Comments: None.

16. Adjournment:

**A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 08:40 pm. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
submitted by,  
Denise Siegel  
Community Development Manager

MINUTES APPROVED BY CITY COUNCIL  
March 24, 2025

  
JoAnn Leonard, City Clerk

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

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2025	MONTH	03/31/2025	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND							
Revenues							
D01	D01 - Taxes	36,967.00	36,989.93		0.00	(22.93)	100.06
D08	D08 - Interest and rentals	0.00	435.30		1.50	(435.30)	100.00
F40.05	F40.05 - Other financing, Transfer In	110,000.00	82,500.03		9,166.67	27,499.97	75.00
TOTAL REVENUES		146,967.00	119,925.26		9,168.17	27,041.74	81.60
Expenditures							
443	PUBLIC WORKS	134,586.00	82,498.43		4,924.85	52,087.57	61.30
905	DEBT SERVICE	16,624.00	34,640.13		1,385.38	(18,016.13)	208.37
TOTAL EXPENDITURES		151,210.00	117,138.56		6,310.23	34,071.44	77.47
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		146,967.00	119,925.26		9,168.17	27,041.74	81.60
TOTAL EXPENDITURES		151,210.00	117,138.56		6,310.23	34,071.44	77.47
NET OF REVENUES & EXPENDITURES		(4,243.00)	2,786.70		2,857.94	(7,029.70)	65.68

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

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL (ABNORMAL)	MONTH 03/31/2025	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND								
Revenues								
D01	D01 - Taxes	31,371.00	28,513.50		0.00		2,857.50	90.89
D08	D08 - Interest and rentals	3,330.00	9,247.91		1,102.92		(5,917.91)	277.72
D04	D04 - State grants	89,257.00	90,530.02		0.00		(1,273.02)	101.43
TOTAL REVENUES		123,958.00	128,291.43		1,102.92		(4,333.43)	103.50
Expenditures								
443	PUBLIC WORKS	52,422.00	37,259.70		3,197.57		15,162.30	71.08
TOTAL EXPENDITURES		52,422.00	37,259.70		3,197.57		15,162.30	71.08
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:								
TOTAL REVENUES		123,958.00	128,291.43		1,102.92		(4,333.43)	103.50
TOTAL EXPENDITURES		52,422.00	37,259.70		3,197.57		15,162.30	71.08
NET OF REVENUES & EXPENDITURES		71,536.00	91,031.73		(2,094.65)		(19,495.73)	127.25

04/07/2025 01:03 AM  
User: BKELLEY  
DB: Plainwell

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
PERIOD ENDING 03/31/2025  
% Fiscal Year Completed: 75.07

Page: 3/3

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

GL NUMBER	DESCRIPTION	2024-25 AMENDED BUDGET	YTD BALANCE 03/31/2025 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 03/31/2025 INCREASE (DECREASE)	AVAILABLE BALANCE NORMAL (ABNORMAL)	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	87,859.00	87,624.07	0.00	234.93	99.73
D08	D08 - Interest and rentals	2,000.00	5,168.48	544.81	(3,168.48)	258.42
D04	D04 - State grants	7,536.00	7,643.42	0.00	(107.42)	101.43
D06	D06 - Charges for services	6,285.00	8,030.36	90.00	(1,745.36)	127.77
D09.04	D09.04 - Other, Miscellaneous	600.00	660.00	0.00	(60.00)	110.00
TOTAL REVENUES		104,280.00	109,126.33	634.81	(4,846.33)	104.65
Expenditures						
443	PUBLIC WORKS	62,292.00	38,143.88	2,973.64	24,148.12	61.23
775	SPECIAL EVENTS	8,050.00	7,664.51	169.47	385.49	95.21
900	CAPITAL OUTLAY	18,000.00	0.00	0.00	18,000.00	0.00
TOTAL EXPENDITURES		88,342.00	45,808.39	3,143.11	42,533.61	51.85
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		104,280.00	109,126.33	634.81	(4,846.33)	104.65
TOTAL EXPENDITURES		88,342.00	45,808.39	3,143.11	42,533.61	51.85
NET OF REVENUES & EXPENDITURES		15,938.00	63,317.94	(2,508.30)	(47,379.94)	397.28
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		375,205.00	357,343.02	10,905.90	17,861.98	95.24
TOTAL EXPENDITURES - ALL FUNDS		291,974.00	200,206.65	12,650.91	91,767.35	68.57
NET OF REVENUES & EXPENDITURES		83,231.00	157,136.37	(1,745.01)	(73,905.37)	188.80

PERIOD ENDING 03/31/2025

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2025 (ABNORMAL)	MONTH 03/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
243-000-404.040	Captured Tax Real - BR - City Tax	6,793.00	6,792.76	0.00	0.24	100.00
243-000-404.041	Captured Tax Real - BR - Library	1,165.00	1,165.31	0.00	(0.31)	100.03
243-000-404.042	Captured Tax Real - BR - Capital Impr	556.00	555.96	0.00	0.04	99.99
243-000-404.043	Captured Tax Real - BR - Fire Reserve	556.00	555.96	0.00	0.04	99.99
243-000-404.044	Captured Tax Real - BR - Solid Waste	723.00	722.77	0.00	0.23	99.97
243-000-404.047	Captured Tax Real - DDA - School	16,611.00	16,611.27	0.00	(0.27)	100.00
243-000-404.048	Captured Tax Real - BR - County Taxes	3,871.00	3,886.35	0.00	(15.35)	100.40
243-000-413.060	Captured Tax Pers - City Tax	3,327.00	3,326.82	0.00	0.18	99.99
243-000-413.061	Captured Tax Pers - Library	571.00	570.73	0.00	0.27	99.95
243-000-413.062	Captured Tax Pers - Capital Improvement	272.00	272.30	0.00	(0.30)	100.11
243-000-413.063	Captured Tax Pers - Fire Reserve	272.00	272.30	0.00	(0.30)	100.11
243-000-413.064	Captured Tax Pers - Solid Waste	354.00	353.99	0.00	0.01	100.00
243-000-413.065	Captured Tax Pers - County Taxes	1,896.00	1,903.41	0.00	(7.41)	100.39
243-000-665.000	Interest Earnings - Investments	0.00	435.30	1.50	(435.30)	100.00
243-000-699.101	Interfund Transfer In - General Fund	30,000.00	22,500.00	2,500.00	7,500.00	75.00
243-000-699.401	Interfund Transfer In - Cap Improvement	80,000.00	60,000.03	6,666.67	19,999.97	75.00
TOTAL REVENUES		146,967.00	119,925.26	9,168.17	27,041.74	81.60
Expenditures						
243-443-703.000	Salaries/Wages - Full Time Employees	46,328.00	34,156.97	3,348.45	12,171.03	73.73
243-443-704.001	Wages - Part Time Employees	2,485.00	4,742.15	56.29	(2,257.15)	190.83
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,798.00	2,989.28	263.44	808.72	78.71
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,680.00	1,189.99	148.74	490.01	70.83
243-443-716.000	Retirement - Defined Contribution 401a	3,681.00	2,394.79	242.13	1,286.21	65.06
243-443-718.001	Health Insurance Premiums - Current EE	2,602.00	1,712.07	153.57	889.93	65.80
243-443-718.013	Health Insurance - HSA - Employer Paid	744.00	448.67	46.53	295.33	60.31
243-443-723.001	Retiree Health Care - OPEB	31.00	23.40	2.60	7.60	75.48
243-443-725.001	Fringe Benefit - Life Insurance	46.00	32.92	3.55	13.08	71.57
243-443-725.010	Workers Comp Insurance	161.00	147.40	0.00	13.60	91.55
243-443-767.000	Clothing - Uniforms - contract provided	99.00	0.00	0.00	99.00	0.00
243-443-775.000	Supplies - Repairs and Maintenance	500.00	700.02	2.99	(200.02)	140.00
243-443-801.013	Professional Services - Attorney	15,000.00	1,592.50	588.00	13,407.50	10.62
243-443-801.030	Professional Services - Auditor	400.00	409.49	0.00	(9.49)	102.37
243-443-830.000	Contractual Reimbursement CRA Activities	27,839.00	17,478.02	0.00	10,360.98	62.78
243-443-931.000	Equipment Repair & Maintenance	15,000.00	6,150.00	0.00	8,850.00	41.00
243-443-935.001	Property Liability Insurance	7,392.00	3,785.17	0.00	3,606.83	51.21
243-443-940.000	Rentals - Equipment	6,800.00	4,538.25	68.56	2,261.75	66.74
243-443-948.000	Computer Services	0.00	7.34	0.00	(7.34)	100.00
243-905-991.001	Debt Service - Principal -Interfund Loan	15,691.00	11,768.49	1,307.61	3,922.51	75.00
243-905-991.243	Principal - EGLE Loan BRA 2020-2444	0.00	21,507.28	0.00	(21,507.28)	100.00
243-905-992.243	Interest - EGLE Loan BRA 2020-2444	0.00	664.43	0.00	(664.43)	100.00
243-905-993.001	Debt Service - Interest - Interfund Loan	933.00	699.93	77.77	233.07	75.02
TOTAL EXPENDITURES		151,210.00	117,138.56	6,310.23	34,071.44	77.47
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		146,967.00	119,925.26	9,168.17	27,041.74	81.60
TOTAL EXPENDITURES		151,210.00	117,138.56	6,310.23	34,071.44	77.47
NET OF REVENUES & EXPENDITURES		(4,243.00)	2,786.70	2,857.94	(7,029.70)	65.68



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

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDT
		AMENDED BUDGET	NORMAL	03/31/2025	(ABNORMAL)	MONTH	03/31/2025	NORMAL	(ABNORMAL)	
						INCREASE	(DECREASE)			USED

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL  
PERIOD ENDING 03/31/2025  
% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2025 (ABNORMAL)	MONTH 03/31/2025 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
247-000-404.040	Captured Tax Real - BR - City Tax	15,598.00	14,161.04	0.00	1,436.96	90.79
247-000-404.041	Captured Tax Real - BR - Library	2,675.00	2,428.47	0.00	246.53	90.78
247-000-404.042	Captured Tax Real - BR - Capital Impr	1,276.00	1,158.84	0.00	117.16	90.82
247-000-404.043	Captured Tax Real - BR - Fire Reserve	1,276.00	1,158.84	0.00	117.16	90.82
247-000-404.044	Captured Tax Real - BR - Solid Waste	1,659.00	1,506.46	0.00	152.54	90.81
247-000-404.048	Captured Tax Real - BR - County Taxes	8,887.00	8,099.85	0.00	787.15	91.14
247-000-583.000	Local Grants	89,257.00	90,530.02	0.00	(1,273.02)	101.43
247-000-665.000	Interest Earnings - Investments	3,330.00	9,247.91	1,102.92	(5,917.91)	277.72
TOTAL REVENUES		123,958.00	128,291.43	1,102.92	(4,333.43)	103.50
Expenditures						
247-443-703.000	Salaries/Wages - Full Time Employees	33,568.00	24,519.94	2,454.28	9,048.06	73.05
247-443-704.001	Wages - Part Time Employees	483.00	144.57	16.20	338.43	29.93
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,620.00	1,864.94	187.32	755.06	71.18
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,155.00	890.12	111.26	264.88	77.07
247-443-716.000	Retirement - Defined Contribution 401a	1,879.00	1,301.53	132.71	577.47	69.27
247-443-718.001	Health Insurance Premiums - Current EE	3,071.00	2,330.85	244.17	740.15	75.90
247-443-718.013	Health Insurance - HSA - Employer Paid	744.00	495.45	49.80	248.55	66.59
247-443-725.001	Fringe Benefit - Life Insurance	22.00	16.35	1.83	5.65	74.32
247-443-725.010	Workers Comp Insurance	154.00	138.17	0.00	15.83	89.72
247-443-775.000	Supplies - Repairs and Maintenance	7,000.00	0.00	0.00	7,000.00	0.00
247-443-801.030	Professional Services - Auditor	74.00	77.57	0.00	(3.57)	104.82
247-443-930.001	Land & Building Repairs/Maintenance	0.00	3,536.50	0.00	(3,536.50)	100.00
247-443-935.001	Property Liability Insurance	152.00	462.14	0.00	(310.14)	304.04
247-443-940.000	Rentals - Equipment	1,500.00	1,474.23	0.00	25.77	98.28
247-443-948.000	Computer Services	0.00	7.34	0.00	(7.34)	100.00
TOTAL EXPENDITURES		52,422.00	37,259.70	3,197.57	15,162.30	71.08
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		123,958.00	128,291.43	1,102.92	(4,333.43)	103.50
TOTAL EXPENDITURES		52,422.00	37,259.70	3,197.57	15,162.30	71.08
NET OF REVENUES & EXPENDITURES		71,536.00	91,031.73	(2,094.65)	(19,495.73)	127.25

PERIOD ENDING 03/31/2025

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2025 (ABNORMAL)	MONTH 03/31/2025 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND						
Revenues						
248-000-404.030	Captured Tax Real - DDA - City Tax	41,955.00	41,824.63	0.00	130.37	99.69
248-000-404.031	Captured Tax Real - DDA - Library	7,197.00	7,174.46	0.00	22.54	99.69
248-000-404.032	Captured Tax Real - DDA - Capital Impr	3,434.00	3,423.05	0.00	10.95	99.68
248-000-404.033	Captured Tax Real - DDA - Fire Reserve	3,434.00	3,423.05	0.00	10.95	99.68
248-000-404.034	Captured Tax Real - DDA - Solid Waste	4,464.00	4,449.99	0.00	14.01	99.69
248-000-404.045	Captured Tax Real - DDA - County Taxes	23,909.00	23,927.79	0.00	(18.79)	100.08
248-000-413.060	Captured Tax Pers - City Tax	1,724.00	1,689.01	0.00	34.99	97.97
248-000-413.061	Captured Tax Pers - Library	295.00	289.68	0.00	5.32	98.20
248-000-413.062	Captured Tax Pers - Capital Improvement	141.00	138.25	0.00	2.75	98.05
248-000-413.063	Captured Tax Pers - Fire Reserve	141.00	138.25	0.00	2.75	98.05
248-000-413.064	Captured Tax Pers - Solid Waste	183.00	179.72	0.00	3.28	98.21
248-000-413.065	Captured Tax Pers - County Taxes	982.00	966.19	0.00	15.81	98.39
248-000-583.000	Local Grants	7,536.00	7,643.42	0.00	(107.42)	101.43
248-000-642.001	Sales of Merchandise - DDA	0.00	48.45	0.00	(48.45)	100.00
248-000-654.001	Charges for Service - Farmers Market Fee	4,660.00	3,781.91	90.00	878.09	81.16
248-000-654.102	Special Event Revenues - DDA	1,625.00	4,200.00	0.00	(2,575.00)	258.46
248-000-665.000	Interest Earnings - Investments	2,000.00	5,168.48	544.81	(3,168.48)	258.42
248-000-674.022	Private Donations - Sponsorship FarmersMk	600.00	0.00	0.00	600.00	0.00
248-000-684.000	Miscellaneous Revenue	0.00	660.00	0.00	(660.00)	100.00
TOTAL REVENUES		104,280.00	109,126.33	634.81	(4,846.33)	104.65
Expenditures						
248-443-703.000	Salaries/Wages - Full Time Employees	33,416.00	23,096.90	2,264.52	10,319.10	69.12
248-443-704.001	Wages - Part Time Employees	355.00	287.52	32.40	67.48	80.99
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,578.00	1,674.75	162.65	903.25	64.96
248-443-712.001	Cash in Lieu of Benefits - Insurance Buy	660.00	0.00	0.00	660.00	0.00
248-443-713.001	Overtime Pay	513.00	0.00	0.00	513.00	0.00
248-443-716.000	Retirement - Defined Contribution 401a	1,419.00	876.97	80.32	542.03	61.80
248-443-718.001	Health Insurance Premiums - Current EE	4,022.00	2,993.93	347.41	1,028.07	74.44
248-443-718.013	Health Insurance - HSA - Employer Paid	960.00	661.53	64.63	298.47	68.91
248-443-723.001	Retiree Health Care - OPEB	13.00	9.90	1.10	3.10	76.15
248-443-725.001	Fringe Benefit - Life Insurance	18.00	15.15	1.53	2.85	84.17
248-443-725.010	Workers Comp Insurance	90.00	87.04	0.00	2.96	96.71
248-443-767.000	Clothing - Uniforms - contract provided	57.00	0.00	0.00	57.00	0.00
248-443-774.000	Supplies - Planting	2,700.00	0.00	0.00	2,700.00	0.00
248-443-775.000	Supplies - Repairs and Maintenance	4,100.00	3,137.68	0.00	962.32	76.53
248-443-801.030	Professional Services - Auditor	74.00	77.57	0.00	(3.57)	104.82
248-443-851.000	Postage	100.00	0.00	0.00	100.00	0.00
248-443-900.000	Printing and Publishing	1,800.00	2,915.52	0.00	(1,115.52)	161.97
248-443-920.000	Utilities - Electric	1,000.00	0.00	0.00	1,000.00	0.00
248-443-930.001	Land & Building Repairs/Maintenance	0.00	1,028.00	0.00	(1,028.00)	100.00
248-443-931.000	Equipment Repair & Maintenance	7,028.00	0.00	0.00	7,028.00	0.00
248-443-935.001	Property Liability Insurance	239.00	457.69	0.00	(218.69)	191.50
248-443-948.000	Computer Services	50.00	14.68	0.00	35.32	29.36
248-443-955.000	Miscellaneous Expense	200.00	109.05	19.08	90.95	54.53
248-443-960.000	Education & Training - Professional	200.00	0.00	0.00	200.00	0.00
248-443-962.000	Memberships & Dues	700.00	700.00	0.00	0.00	100.00
248-775-880.021	Community Promotion - Special Events	4,950.00	6,235.51	169.47	(1,285.51)	125.97
248-775-881.022	Farmers Market Costs - DDA	3,100.00	1,429.00	0.00	1,671.00	46.10
248-900-971.000	Capital Purchase	18,000.00	0.00	0.00	18,000.00	0.00

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

GL NUMBER	DESCRIPTION	2024-25	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	03/31/2025 NORMAL (ABNORMAL)	MONTH 03/31/2025 INCREASE (DECREASE)	NORMAL (ABNORMAL) BALANCE			
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND								
Expenditures								
TOTAL EXPENDITURES		88,342.00	45,808.39		3,143.11		42,533.61	51.85
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:								
TOTAL REVENUES		104,280.00	109,126.33		634.81		(4,846.33)	104.65
TOTAL EXPENDITURES		88,342.00	45,808.39		3,143.11		42,533.61	51.85
NET OF REVENUES & EXPENDITURES		15,938.00	63,317.94		(2,508.30)		(47,379.94)	397.28
TOTAL REVENUES - ALL FUNDS		375,205.00	357,343.02		10,905.90		17,861.98	95.24
TOTAL EXPENDITURES - ALL FUNDS		291,974.00	200,206.65		12,650.91		91,767.35	68.57
NET OF REVENUES & EXPENDITURES		83,231.00	157,136.37		(1,745.01)		(73,905.37)	188.80

## AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for March for \$ 807.13

8. **DDA Action Items:**

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

B. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for March for \$ 624.09

9. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for March in the amount of \$ 313.27

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

- April 12, 2025 - Annual Egg Hunt Hicks Park
- April 14, 2025 – City Commission Meeting 7:00 p.m./ Council Chambers
- April 16, 2025 - Planning Commission 6:30 p.m. / Council Chambers
- April 17, 2025 - Parks and Trees Meeting 5:00 p.m. / City Hall Conference Room
- April 26, 2025 – Downtown Spring Soiree Event
- April 28, 2025 – City Commission Meeting 7:00 p.m./ Council Chambers

### ***The Island City***

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

The City of Plainwell equal-opportunity provider and employer