

City of Plainwell

Richard Brooks, Mayor
Zelda Schippers
EJ Hart
Tracee Dunlop
Adam Hopkins
Nick Larabel
Paul Rizzo
Jim Turley
Erik Wilson



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

“The Island City”

AGENDA DDA/TIFA/BRA City Hall Conference Room (Upstairs) March 12, 2019 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 02/12/19 Meeting Minutes**
5. **General Public**
6. **Chairman’s Report**
7. **BRA Action Items**
 - A. Accounts Payable for February of \$551.66
8. **DDA Action Items**
 - A. Accounts Payable for February of \$610.78
 - B. Fiber Optic Cable work information
9. **TIFA Action Items**
 - A. Accounts Payable for February of \$1,186.60
10. **Communications:** 01/28/19 and 02/11/19 Council Minutes. Also the Financial Report/Summary as of 02/28/19
11. **Public Comments**
12. **Staff Comments:**
 - Sesquicentennial Event for April – Papermaking Workshop at the Library
 - New roof on the Lost Raven, have not heard if it’s sold
 - 126 E. Bridge St. sold – office space/on line business/possible retail in future
13. **Member Comments**
14. **Adjournment**

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

The Island City

Minutes
Plainwell DDA, BRA and TIFA:
February 12, 2019

1. Call to Order - Meeting called to order at 7:33 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call
Members Present: Jim Turley, Paul Rizzo, Nick Larabel, Erik Wilson, Adam Hopkins
EJ Hart. Members Zelda Schippers, Mayor Rick Brooks, Tracee Dunlop – excused.
4. Approval of Minutes of Motion by Rizzo, seconded by Hart to approve 1-09-19 minutes. Motion carried.
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
 - A. **Motion to accept accounts payable for January of \$5,970.85 was made by Hart and seconded by Rizzo. Motion carried.**
City Manager Wilson stated the bulk of these expenditures related to mill roof repairs.
8. DDA Action Items
 - A. **Motion to accept accounts payable for January of \$618.61 was made by Rizzo and seconded by Larabel. Motion carried.**
9. TIFA Action Items
 - A. **Motion to accept accounts payable for January of \$890.27 was made by Larabel and seconded by Hart. Motion carried.**
10. Communications:
12/26/18 and 1/14/19 Council Minutes and 1/31/19 Financial Report were accepted and placed on file.
11. Public Comments: None
12. Staff Comments:

Manager Wilson updated the Board on the Council's efforts to sell land on 1st Avenue and M89. Wilson stated there were some housekeeping issues with selling the property at the end of 1st Street but the M-89 property would be for sale sometime in March.

Manager Wilson stated staff was working on a grant application for demolition related to the Plainwell Paper Mill.

Manager Wilson stated the City did not receive a grant for the paving of Acorn Street, but the project has been included for funding through the Small Urban Program.

Manager Wilson stated a business owner has asked why parking tickets need to be issued for individuals leaving their car in parking lots overnight (during winter); why can't we tag it and wait 24 hours before issuing ticket. This issue is being referred to Public Safety.

Manager Wilson stated that a business in the industrial park has inquired about a variance for the purpose of constructing a new building. Additionally a water main that runs adjacent to the property could be an issue.

13. Member Comments:

Hart commented that a new business will be opening in the place of Dancing Dogs.

Hopkins commented that the proposed business expansion would depend on how much space will be needed to work on the water main if an issue arose.

Larabel added that water main depth would be a factor and Rizzo added the type of soil would need to be considered as well.

Adjournment: A Motion by Larabel supported by Hopkins to adjourn the meeting at 8:16a.m. was made and passed.

Submitted by Erik J. Wilson, City Manager

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY - BRA					
Dept 000 OPERATIONS					
443-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	FEBRUARY 2019 HEALTH INSURANCE PREMIUMS	547.86	13436
443-000-743.000	Uniforms	CONTINENTAL LINEN SERVICE	2019-01 DPW RUGS/UNIFORM/MISC	3.80	13471
		Total For Dept 000 OPERATIONS		551.66	
		Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY -		551.66	

03/08/2019 12:34 PM
User: Shirley
DB: PLAINWELL

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 02/01/2019 - 02/28/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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

Fund 443 BROWNFIELD REDI	551.66
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Total For All Funds:	<u>551.66</u>
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03/08/2019 12:35 PM
User: Shirley
DB: PLAINWELL

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 02/01/2019 - 02/28/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 494	DOWNTOWN DEVELOPMENT AUTHORITY DDA				
Dept 000	OPERATIONS				
494-000-202.494	Accounts Payable - 2014 Downtown	PLAINWELL FLOWERS	DOWNTOWN DOLLARS PAYOUT - GOLDEN TICKE	100.00	13503
494-000-202.494	Accounts Payable - 2014 Downtown	BARBED WIRE CAFE	GOLDEN TICKET PAYOUT 2019	30.00	13524
494-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	FEBRUARY 2019 HEALTH INSURANCE PREMIUMS	260.78	13436
494-000-900.000	Printing and Publishing	KAECELE PUBLICATIONS INC	PLAINWELL SECTION DISPLAY UE 2019.01.24	70.00	13490
494-000-962.000	2019 Farmers Market Membership	MIFMA	2019 Farmers Market Membership	150.00	1507
		Total For Dept 000 OPERATIONS		610.78	
		Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA		610.78	

03/08/2019 12:35 PM
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 02/01/2019 - 02/28/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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

Fund 494 DOWNTOWN DEVELC	610.78
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Total For All Funds:	<u>610.78</u>
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03/08/2019 12:33 PM
User: Shirley
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 02/01/2019 - 02/28/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 450 INDUSTRIAL PARK TIFA					
Dept 000 OPERATIONS					
450-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	FEBRUARY 2019 HEALTH INSURANCE PREMIUMS	546.85	13436
450-000-956.000	Miscellaneous	WILLIAMS & WORKS	PLANNING SERVICES THROUGH JANUARY 26, 2	639.75	13516
		Total For Dept 000 OPERATIONS		<u>1,186.60</u>	
		Total For Fund 450 INDUSTRIAL PARK TIFA		<u>1,186.60</u>	

03/08/2019 12:33 PM
User: Shirley
DB: PLAINWELL

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 02/01/2019 - 02/28/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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

Fund 450 INDUSTRIAL PARI	1,186.60
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Total For All Funds:	<u>1,186.60</u>
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MINUTES
Plainwell City Council
January 28, 2019

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Steve Smail from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilmembers Keeler, Overhuel and Keeney.
Absent: None
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 01/14/2019 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.
6. Public Comment None
7. County Commissioner Report: None
8. Agenda Amendments:
A motion by Keeler, seconded by Keeney, to add item 10-E to the Agenda to consider changes to the city's 401(a) Retirement Program. On a voice vote, all vote in favor. Motion passed.
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. City Manager Wilson presented a proposed text amendment to the Zoning Ordinance that would provide maximum height exceptions for mechanical and incidental equipment. The Planning Commission has reviewed an application from a business in the Industrial Park and recommends Council receive the first reading of this text amendment in advance of a Public Hearing in front of the Planning Commission in February. This would be a variance all the time unless the city changes the Ordinance.
A motion by Keeler, seconded by Keeney, to accept for first reading an amendment to the Zoning Text regarding Permitted Height Exceptions in advance of a February Planning Commission Public Hearing. On a voice vote, all in favor. Motion passed.
 - B. City Manager Wilson reported repairs needed to Truck 17 to replace the dump box and the related body work. The repairs will return the truck to full service at substantial savings versus total replacement of the vehicle and the dump body.
A motion by Overhuel, seconded by Steele, to approve repairs to Truck 17 with body work of \$3,800.00 from Dan Agy and with a new dump box for \$7,159.00 from Truck & Trailer Specialty. On a roll-call, all in favor. Motion passed.
 - C. City Manager Wilson reported two vacant lots identified for possible sale. One is a city right-of-way and must be marketed differently as additional costs could be incurred related to the sale. Councilmember Keeler expressed concerns about those costs exceeding the proceeds from the sale of the property. It was noted that Council would have final approval prior to any final sales.
A motion by Steele, seconded by Overhuel, to authorize the City Manager to market two (2) vacant lots for sale, with costs not to exceed \$3,000.00. On a voice vote, all in favor.

Motion passed.

- D. Personnel Manager Lamorandier presented a proposed job description for a Finance/Account Clerk II position which was modified after the approval of the Utility Billing Specialist/Deputy City Clerk job description from October 2018. The Finance/Account Clerk II job description accounts for updated duties after shifting some work to the Deputy City Clerk.

A motion by Steele, seconded by Overhuel, to accept the job description for a Finance/Account Clerk II position as presented. On a voice vote, all in favor. Motion passed.

- E. Personnel Manager Lamorandier presented a proposed change to the city's retirement program to allow for in-service retirement distributions for employees 62-years of age or older with 5 years participation in the plan. The change would be effective immediately.

A motion by Steele, seconded by Overhuel, to approve changes to the city's retirement plan to allow for in-service distributions as presented. On a voice vote, all in favor. Motion passed.

11. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the Planning Commission Draft Meeting Minutes from 01/16/2019 and the M-40/M-89 Corridor Committee Meeting Minutes from 10/30/2018. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

A motion by Keeler, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$210,232.66 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None

14. Staff Comments

Personnel Manager Lamorandier reported working on a new hire for the Utility Billing Specialist / Deputy City Clerk position.

Public Safety Director Bomar reported opening the Public Safety Training Room as a warming center during this week's extreme cold.

City Manager Wilson reported having advised customers to let the water run continuously during this extreme cold weather event.

15. Council Comments:

Councilmember Keeney inquired about the fatal accident on M-89 in Gun Plain Township and the city's response.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:31 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully

Submitted by,
Erik Wilson
City Manager

MINUTES
Plainwell City Council
February 11, 2019

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Matt Hooper from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilmembers Keeler, Overhuel and Keeney.
Absent: None
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 01/28/2019 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.
6. Public Comment:
Randy Wisnaski of 731 Brigham Street praised the city plow drivers for doing such great work keeping the roads in decent shape during the snow events. The Plainwell roads were the best.
7. County Commissioner Report: None
8. Agenda Amendments: None
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Public Safety Director Bomar noted the annual inspections of fire gear identified two sets that need replacement and recommends purchase from the city's long-term supplier Globe Manufacturing, whose local representative is Dinges Fire Company at a total cost of \$4,871.00.
A motion by Overhuel, seconded by Steele, to approve the purchase of two (2) sets of turn-out gear from Dinges Fire Company at a cost of \$4,871.00. On a roll-call vote, all in favor. Motion passed.
 - B. Superintendent Nieuwenhuis reported Truck 10, which is the 2nd truck in the snow plow pattern, is out of service in need of repairs to the frame and to the rear brakes. The city's preferred vendor, Martin Spring & Drive in Cooper Township, is finalizing the cost estimate.
A motion by Keeler, seconded by Keeney, to approve frame and brake repairs to Truck 10 with Martin Spring & Drive at a cost not to exceed \$10,000.00. On a roll-call, all in favor. Motion passed.
11. Communications:
 - A. **A motion by Steele, seconded by Overhuel, to accept and place on file the December 2018 Monthly Public Safety Report, the 2018 Annual Public Safety Report, the January 2019 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**
12. Accounts Payable:
A motion by Keeler, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$212,879.93 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None

14. Staff Comments

Personnel Manager Lamorandier reported looking into rates and options for the city's retirement plan. She reported that Julie Saukas has been hired as the city's Utility Billing Specialist/Deputy City Clerk and starts February 19.

Superintendent Nieuwenhuis reported only two frozen meters were reported during the recent cold snap, which is less than most other local utilities. He also reporting having attended DEQ-required training related to utility rate studies.

Public Safety Director Bomar thanked the community for their offers of food and provisions for the warming center that was available during the recent cold snap.

Clerk/Treasurer Kelley reported ongoing work with the budget and preparing for training the new employee.

City Manager Wilson provided an update on the sale of city property. The lot across from Plainwell Ice Cream can be advertised and sold without much legal work. The right-of-way lot on East First Street would require the plat to be redrawn, subject to state approval, and the associated costs of that could be between \$6,000 and \$8,000. After discussion, Council directed the Administration to table further action on the East First Right of Way for the time being.

15. Council Comments:

Mayor Pro-Tem Steele thanked the Department of Public Safety for recent Strategos training for the school bus drivers, which provided much information and was very well received.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:25 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

PERIOD ENDING 02/28/2019

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2019 (NORMAL (ABNORMAL))	MONTH 02/28/2019 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
443-000-402.040	Captured Tax - AdVal Real - City Tax	4,609.00	4,609.73	0.00	(0.73)	100.02
443-000-402.041	Captured Tax - AdVal Real - Library	556.00	867.45	0.00	(311.45)	156.02
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	368.00	368.04	0.00	(0.04)	100.01
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	368.00	368.04	0.00	(0.04)	100.01
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	478.00	478.44	0.00	(0.44)	100.09
443-000-402.047	Captured DDA-SCHOOL	9,359.00	9,358.65	0.00	0.35	100.00
443-000-402.048	Captured Tax - AdVal Real - County (All)	2,223.00	2,234.29	0.00	(11.29)	100.51
443-000-402.060	Captured Tax - AdVal Pers - City	549.00	548.59	0.00	0.41	99.93
443-000-402.061	Captured Tax - AdVal Pers - Library	66.00	103.23	0.00	(37.23)	156.41
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	44.00	43.80	0.00	0.20	99.55
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	44.00	43.80	0.00	0.20	99.55
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	57.00	56.94	0.00	0.06	99.89
443-000-402.065	Captured Tax - AdVal Pers - County (All)	265.00	265.89	0.00	(0.89)	100.34
443-000-664.020	Interest Earned - Investments	95.00	155.36	30.63	(60.36)	163.54
443-000-676.080	Interfund Transfer In - Capital Improve	75,000.00	50,000.00	6,250.00	25,000.00	66.67
TOTAL REVENUES		94,081.00	69,502.25	6,280.63	24,578.75	73.87
Expenditures						
443-000-703.000	Salaries/Wages - Full Time Employees	33,980.00	17,843.23	2,124.75	16,136.77	52.51
443-000-706.000	Wages - Part Time Employees	272.00	110.74	0.63	161.26	40.71
443-000-713.000	Other Post Employment Benefits	300.00	200.24	25.03	99.76	66.75
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,486.00	1,286.55	151.80	1,199.45	51.75
443-000-715.010	Health Insurance Premiums	5,164.00	3,394.68	389.75	1,769.32	65.74
443-000-715.012	Health Insurance - FSA - Employer Paid	25.00	10.16	1.49	14.84	40.64
443-000-715.013	Health Insurance - HSA - Employer Paid	2,537.00	1,740.00	0.00	797.00	68.58
443-000-715.015	Life Insurance	34.00	22.59	0.00	11.41	66.44
443-000-718.000	Retirement Benefits	2,941.00	1,553.06	187.14	1,387.94	52.81
443-000-724.000	Medical Insurance Opt Out	175.00	110.35	14.63	64.65	63.06
443-000-743.000	Uniforms	65.00	45.39	3.80	19.61	69.83
443-000-775.000	Supplies - Repairs and Maintenance	100.00	(9.98)	0.00	109.98	(9.98)
443-000-801.000	Engineering Services	2,000.00	0.00	0.00	2,000.00	0.00
443-000-801.013	Professional Services - Attorney	8,000.00	3,354.00	0.00	4,646.00	41.93
443-000-801.030	Professional Services - Audit	353.00	352.52	0.00	0.48	99.86
443-000-830.000	Contractual Reimbursement CRA Activities	14,240.00	8,620.79	0.00	5,619.21	60.54
443-000-910.000	Liability Insurance	4,725.00	4,725.00	0.00	0.00	100.00
443-000-910.010	Workers Comp Insurance	399.00	395.41	0.00	3.59	99.10
443-000-930.000	Repairs and Maintenance-Land & Building	15,000.00	5,249.27	0.00	9,750.73	35.00
443-000-930.015	Administrative Services - Accounting	0.00	200.00	0.00	(200.00)	100.00
443-000-930.050	Computer Services	50.00	27.69	0.00	22.31	55.38
443-000-940.000	Rentals - Equipment	1,500.00	426.52	0.00	1,073.48	28.43
443-908-991.000	Principal Payment - Interfund Loans	14,782.00	9,854.64	1,231.83	4,927.36	66.67
443-908-995.000	Interest Payment - Interfund Loans	1,843.00	1,228.64	153.58	614.36	66.67
TOTAL EXPENDITURES		110,971.00	60,741.49	4,284.43	50,229.51	54.74
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		94,081.00	69,502.25	6,280.63	24,578.75	73.87
TOTAL EXPENDITURES		110,971.00	60,741.49	4,284.43	50,229.51	54.74
NET OF REVENUES & EXPENDITURES		(16,890.00)	8,760.76	1,996.20	(25,650.76)	51.87

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
PERIOD ENDING 02/28/2019
% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2019 (ABNORMAL)	MONTH	02/28/2019 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 02/28/2019

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2019 (NORMAL (ABNORMAL))	MONTH 02/28/2019 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
450-000-569.000	Local Grants	61,261.00	59,571.62	0.00	1,689.38	97.24
450-000-664.020	Interest Earned - Investments	889.00	576.74	84.72	312.26	64.88
TOTAL REVENUES		62,150.00	60,148.36	84.72	2,001.64	96.78
Expenditures						
450-000-703.000	Salaries/Wages - Full Time Employees	40,843.00	25,422.27	3,092.62	15,420.73	62.24
450-000-706.000	Wages - Part Time Employees	816.00	428.71	1.99	387.29	52.54
450-000-713.000	Other Post Employment Benefits	14.00	9.60	1.20	4.40	68.57
450-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,059.00	1,835.63	218.53	1,223.37	60.01
450-000-715.010	Health Insurance Premiums	5,208.00	3,432.85	385.54	1,775.15	65.91
450-000-715.012	Health Insurance - FSA - Employer Paid	102.00	39.95	5.74	62.05	39.17
450-000-715.013	Health Insurance - HSA - Employer Paid	2,503.00	1,716.00	0.00	787.00	68.56
450-000-715.015	Life Insurance	20.00	13.57	0.00	6.43	67.85
450-000-718.000	Retirement Benefits	2,123.00	1,102.68	162.95	1,020.32	51.94
450-000-724.000	Medical Insurance Opt Out	277.00	173.86	23.06	103.14	62.77
450-000-801.030	Professional Services - Audit	67.00	66.78	0.00	0.22	99.67
450-000-910.000	Liability Insurance	379.00	379.00	0.00	0.00	100.00
450-000-910.010	Workers Comp Insurance	249.00	246.76	0.00	2.24	99.10
450-000-930.000	Repairs and Maintenance-Land & Building	1,800.00	0.00	0.00	1,800.00	0.00
450-000-930.050	Computer Services	50.00	27.69	0.00	22.31	55.38
450-000-940.000	Rentals - Equipment	1,800.00	224.55	0.00	1,575.45	12.48
450-000-956.000	Miscellaneous	400.00	914.75	639.75	(514.75)	228.69
450-000-962.000	Memberships & Dues	0.00	295.00	0.00	(295.00)	100.00
TOTAL EXPENDITURES		59,710.00	36,329.65	4,531.38	23,380.35	60.84
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		62,150.00	60,148.36	84.72	2,001.64	96.78
TOTAL EXPENDITURES		59,710.00	36,329.65	4,531.38	23,380.35	60.84
NET OF REVENUES & EXPENDITURES		2,440.00	23,818.71	(4,446.66)	(21,378.71)	976.18

PERIOD ENDING 02/28/2019

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2019 (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
494-000-402.030	Captured DDA-CITY	20,969.00	20,969.42	0.00	(0.42)	100.00
494-000-402.031	Captured DDA-LIBRARY	2,526.00	2,706.95	0.00	(180.95)	107.16
494-000-402.032	Captured DDA-Capital Impr	1,674.00	1,673.90	0.00	0.10	99.99
494-000-402.033	Capture DDA-Fire Reserve	1,674.00	1,673.90	0.00	0.10	99.99
494-000-402.034	Capture-DDA-Solid Waste	2,176.00	2,176.09	0.00	(0.09)	100.00
494-000-402.045	Captured DDA-COUNTY	10,115.00	7,987.63	0.00	2,127.37	78.97
494-000-402.060	Captured Tax - AdVal Pers - City	2,717.00	1,917.98	(799.24)	799.02	70.59
494-000-402.061	Captured Tax - AdVal Pers - Library	327.00	1,599.13	(150.39)	(1,272.13)	489.03
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	217.00	153.15	(63.80)	63.85	70.58
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	217.00	153.15	(63.80)	63.85	70.58
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	282.00	199.09	(82.94)	82.91	70.60
494-000-402.065	Captured Tax - AdVal Pers - County (All)	1,310.00	3,104.51	(387.36)	(1,794.51)	236.99
494-000-569.000	Local Grants	5,500.00	5,668.01	0.00	(168.01)	103.05
494-000-664.020	Interest Earned - Investments	162.00	335.16	39.45	(173.16)	206.89
494-000-694.000	Miscellaneous Revenue	200.00	15.00	0.00	185.00	7.50
494-000-694.022	DDA - Farmers Market Entry Fee	2,500.00	1,630.00	0.00	870.00	65.20
494-000-694.025	DDA - Sale of Merchandise	1,000.00	890.00	65.00	110.00	89.00
494-000-694.026	DDA - Special Event Revenues	600.00	1,160.00	500.00	(560.00)	193.33
494-000-694.036	DDA Donations - Movies in the Park	400.00	500.00	0.00	(100.00)	125.00
TOTAL REVENUES		54,566.00	54,513.07	(943.08)	52.93	99.90
Expenditures						
494-000-703.000	Salaries/Wages - Full Time Employees	17,867.00	9,795.05	1,157.35	8,071.95	54.82
494-000-706.000	Wages - Part Time Employees	1,500.00	841.52	0.00	658.48	56.10
494-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,411.00	739.20	79.38	671.80	52.39
494-000-715.010	Health Insurance Premiums	2,558.00	1,677.19	181.44	880.81	65.57
494-000-715.013	Health Insurance - HSA - Employer Paid	1,321.00	906.00	0.00	415.00	68.58
494-000-715.015	Life Insurance	2.00	0.00	0.00	2.00	0.00
494-000-718.000	Retirement Benefits	346.00	92.55	4.62	253.45	26.75
494-000-724.000	Medical Insurance Opt Out	47.00	29.69	3.93	17.31	63.17
494-000-775.000	Supplies - Repairs and Maintenance	2,000.00	33.16	0.00	1,966.84	1.66
494-000-801.000	Engineering Services	5,200.00	0.00	0.00	5,200.00	0.00
494-000-801.030	Professional Services - Audit	67.00	66.78	0.00	0.22	99.67
494-000-900.000	Printing and Publishing	3,000.00	3,089.00	70.00	(89.00)	102.97
494-000-910.000	Liability Insurance	484.00	484.00	0.00	0.00	100.00
494-000-910.010	Workers Comp Insurance	84.00	83.24	0.00	0.76	99.10
494-000-930.000	Repairs and Maintenance-Land & Building	500.00	224.00	0.00	276.00	44.80
494-000-930.050	Computer Services	50.00	27.69	0.00	22.31	55.38
494-000-940.000	Rentals - Equipment	650.00	106.99	0.00	543.01	16.46
494-000-956.000	Miscellaneous	1,850.00	90.97	0.00	1,759.03	4.92
494-000-956.021	Special Events	2,000.00	325.02	0.00	1,674.98	16.25
494-000-957.022	DDA Farmers Market Expense	1,000.00	510.00	0.00	490.00	51.00
494-000-957.025	DDA Christmas Ornament Costs	800.00	657.72	0.00	142.28	82.22
494-000-957.036	DDA Movies in the Park	1,500.00	1,639.00	0.00	(139.00)	109.27
494-000-960.000	Education & Training - Professional	500.00	0.00	0.00	500.00	0.00
494-000-962.000	Memberships & Dues	3,100.00	375.00	150.00	2,725.00	12.10
494-908-991.000	Principal Payment - Interfund Loans	11,550.00	7,700.00	962.50	3,850.00	66.67
494-908-995.000	Interest Payment - Interfund Loans	711.00	474.00	59.25	237.00	66.67
TOTAL EXPENDITURES		60,098.00	29,967.77	2,668.47	30,130.23	49.86

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	02/28/2019	MONTH 02/28/2019	BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
	TOTAL REVENUES	54,566.00	54,513.07	(943.08)	52.93	99.90
	TOTAL EXPENDITURES	60,098.00	29,967.77	2,668.47	30,130.23	49.86
	NET OF REVENUES & EXPENDITURES	(5,532.00)	24,545.30	(3,611.55)	(30,077.30)	443.70
	TOTAL REVENUES - ALL FUNDS	210,797.00	184,163.68	5,422.27	26,633.32	87.37
	TOTAL EXPENDITURES - ALL FUNDS	230,779.00	127,038.91	11,484.28	103,740.09	55.05
	NET OF REVENUES & EXPENDITURES	(19,982.00)	57,124.77	(6,062.01)	(77,106.77)	285.88

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 02/28/2019

% Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
TAXES	TAXES	18,986.00	19,346.89	0.00	(360.89)	101.90
INTEREST	INTEREST & RENTS	95.00	155.36	30.63	(60.36)	163.54
TRANSFER	FUNDS TRANSFERS	75,000.00	50,000.00	6,250.00	25,000.00	66.67
TOTAL REVENUES		94,081.00	69,502.25	6,280.63	24,578.75	73.87
Expenditures						
000	OPERATIONS	94,346.00	49,658.21	2,899.02	44,687.79	52.63
908	DEBT SERVICE	16,625.00	11,083.28	1,385.41	5,541.72	66.67
TOTAL EXPENDITURES		110,971.00	60,741.49	4,284.43	50,229.51	54.74
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		94,081.00	69,502.25	6,280.63	24,578.75	73.87
TOTAL EXPENDITURES		110,971.00	60,741.49	4,284.43	50,229.51	54.74
NET OF REVENUES & EXPENDITURES		(16,890.00)	8,760.76	1,996.20	(25,650.76)	51.87

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	02/28/2019 NORMAL (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
INTEREST	INTEREST & RENTS	889.00	576.74	84.72	312.26	64.88
OTHER	OTHER	61,261.00	59,571.62	0.00	1,689.38	97.24
TOTAL REVENUES		62,150.00	60,148.36	84.72	2,001.64	96.78
Expenditures						
000	OPERATIONS	59,710.00	36,329.65	4,531.38	23,380.35	60.84
TOTAL EXPENDITURES		59,710.00	36,329.65	4,531.38	23,380.35	60.84
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		62,150.00	60,148.36	84.72	2,001.64	96.78
TOTAL EXPENDITURES		59,710.00	36,329.65	4,531.38	23,380.35	60.84
NET OF REVENUES & EXPENDITURES		2,440.00	23,818.71	(4,446.66)	(21,378.71)	976.18

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 02/28/2019
 % Fiscal Year Completed: 66.58

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

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR	AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	02/28/2019 (ABNORMAL)	MONTH 02/28/2019 INCREASE (DECREASE)	NORMAL	ABNORMAL	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA								
Revenues								
TAXES	TAXES	44,204.00		44,314.90	(1,547.53)		(110.90)	100.25
INTEREST	INTEREST & RENTS	162.00		335.16	39.45		(173.16)	206.89
OTHER	OTHER	10,200.00		9,863.01	565.00		336.99	96.70
TOTAL REVENUES		54,566.00		54,513.07	(943.08)		52.93	99.90
Expenditures								
000	OPERATIONS	47,837.00		21,793.77	1,646.72		26,043.23	45.56
908	DEBT SERVICE	12,261.00		8,174.00	1,021.75		4,087.00	66.67
TOTAL EXPENDITURES		60,098.00		29,967.77	2,668.47		30,130.23	49.86
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:								
TOTAL REVENUES		54,566.00		54,513.07	(943.08)		52.93	99.90
TOTAL EXPENDITURES		60,098.00		29,967.77	2,668.47		30,130.23	49.86
NET OF REVENUES & EXPENDITURES		(5,532.00)		24,545.30	(3,611.55)		(30,077.30)	443.70
TOTAL REVENUES - ALL FUNDS								
TOTAL REVENUES - ALL FUNDS		210,797.00		184,163.68	5,422.27		26,633.32	87.37
TOTAL EXPENDITURES - ALL FUNDS		230,779.00		127,038.91	11,484.28		103,740.09	55.05
NET OF REVENUES & EXPENDITURES		(19,982.00)		57,124.77	(6,062.01)		(77,106.77)	285.88