

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
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“The Island City”

AGENDA DDA/TIFA/BRA City Hall Council Chambers May 9, 2017 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 04/11/17 Meeting Minutes**
5. **General Public**
6. **Chairman’s Reports**

7. **BRA Action Items**
 - A. Accounts Payable for April of \$2,583.69
8. **DDA Action Items**
 - A. Accounts Payable for April of \$1,327.12
 - B. Downtown Brochure/Business Directory update

9. **TIFA Action Items**
 - A. Accounts Payable April of \$1,508.56
 - B. Round Table discussions with Industrial Park Businesses
 - C. Acquiring additional acreage for Industrial Park

10. **Communications:** 03/27/17, and 04/10/17 Council Minutes. Also the Financial Report/Summary as of 04/31/17.
11. **Public Comments**
12. **Staff Comments – Dog Park update**
13. **Member Comments**
14. **Adjournment**

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

The City of Plainwell is an equal opportunity provider and employer

The Island City

Minutes
Plainwell DDA, BRA and TIFA:
April 11, 2017

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, Erik Wilson, EJ Hart, Paul Rizzo, Adam Hopkins, Zelda Schippers, Nick Larabel & Tracee Dunlop
Excused: Mayor Rick Brooks,
4. Approval of Minutes of 02/14/2017 minutes
5. General Public: Lois Heuchert, Barb Betchel
6. Chairman's Report: Larabel provided updates on the cleanup of the Mill Site and concerns about not having a firm representing the City during the cleanup phase.
7. BRA Action Items
 - A. **Motion to accept accounts payable for March of \$619.95 was made by Wilson and seconded by Rizzo. Motion carried.**
 - B. **A motion to allow the City Manager and Chairman Nick Larabel to move forward with the process of selecting and hiring a firm for representation for the city during the cleanup phase of the Mill Site, not to exceed \$7,000 was made by Hart and seconded by Rizzo. Motion carried.**
8. DDA Action Items
 - A. **Motion to accept accounts payable for the month of March of \$1,050.12 was made by Hart and seconded by Rizzo. Motion carried.**
 - B. Business proposal for the Plainwell Kayak business. Lois Heuchert's business plan for a Kayak service was submitted to the board for approval of renting out the Fannie Pell storage shed for her business location. **A motion was made by Schippers to move forward with a lease for use of the storage shed to Plainwell Kayak. Seconded by Turley. Motion carried.**
 - C. Discussion regarding creating a business directory/tri-fold for Plainwell was presented, with the cost not exceeding \$1,000. **A motion by Hart to move forward with the development of the brochure, and asking the businesses for a \$10 donation to help fund the brochure. Seconded by Dunlop. Motion carried.**
9. TIFA Action Items
 - A. **Motion to accept accounts payable for the month of March of \$568.37 was made by Larabel and seconded by Hart. Motion carried.**
 - B. Round table discussion for the Industrial park businesses is an ongoing discussion and Wilson will talk with Rotary about hosting the first one.
 - C. Discussion on the need for more property in the Industrial Park and how we can acquire more land. This is an ongoing discussion.
10. Communications:
2/27/17 and 03/13/17 Council Minutes and Financial Report/summary as of 03/31/17 was approved and placed on file.
11. Public Comments: Barb Betchel, Plainwell Diner, mentioned the Diner is now closed and the abatement and demolition will begin this week.

12 Staff Comments:

None given

Member Comments:

Turley brought to our attention that Consumers Power and Michigan Gas have been working on a power outage that interrupted service to Hiemstra's Joes, and RWE for a period of 2-3 days. The sidewalk between Joe's and RWE is torn up with caution tape and cones placed around the hole. Waiting on word of what may have caused the outage.

13. Adjournment: **A Motion by Dunlop supported by Rizzo to adjourn the meeting at 8:50 a.m. was made and passed.**

Submitted by Denise Siegel, Community Development Manager

05/04/2017

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 04/01/2017 - 04/30/2017
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 443 BROWNFIELD REDEVELOPMENT AUTH - BRA					
443-000-715.010	Health Insurance	PRIORITY HEALTH	APRIL 2017 HEALTH INSURANCE	548.55	10709
443-000-715.010	Health Insurance	PRIORITY HEALTH	MAY 2017 HEALTH INSURANCE	548.55	10806
443-000-715.010	Health Insurance	C.O.P.S. TRUST INSURANCE	MAY 2017 HEALTH INS	42.01	10811
443-000-715.015	Life Insurance	MADISON NATIONAL LIFE INSURANCE	MAY 2017 LIFE INSURANCE	2.78	10801
443-000-743.000	Uniforms	CONTINENTAL LINEN SERVICES INC	2017-03 DPW UNIFORM/RUGS/MISC	3.80	10742
443-000-801.000	Prof Services - Engineering	WIGHTMAN & ASSOCIATES INC	PRINCE STREET EXTENSION	1,400.00	10805
443-000-801.013	Prof Services/Attorney	DICKINSON WRIGHT PLLC	FEB 2017 LEGAL SERVICES	38.00	10743
		Total For Dept 000 OPERATIONS		<u>2,583.69</u>	
		Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTH - BRA		<u>2,583.69</u>	
		Fund Totals:			
			Fund 443 - BRA	2,583.69	
			Total For All Funds:	<u>2,583.69</u>	

05/04/2017

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 04/01/2017 - 04/30/2017
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DDA FUND					
494-000-010.494	Rec-SNAP/Worldpay Frmr's Mkt	PETTY CASH	PETTY CASH REIMBURSEMENT	7.00	10712
494-000-202.494	Accts Pybl - 2014 Dwtm \$	PLAINWELL AUTO SUPPLY INC	APRIL 2017 GOLDEN TICKETS	60.00	10754
494-000-694.022	DDA - Farmers Mrkt Fee	PETTY CASH	PETTY CASH REIMBURSEMENT	(2.00)	10712
494-000-715.010	Health Insurance	PRIORITY HEALTH	APRIL 2017 HEALTH INSURANCE	245.81	10709
494-000-715.010	Health Insurance	PRIORITY HEALTH	MAY 2017 HEALTH INSURANCE	245.81	10806
494-000-715.010	Health Insurance	C.O.P.S. TRUST INSURANCE	MAY 2017 HEALTH INS	21.56	10811
494-000-900.000	Printing & Publishing	SHOPPERS GUIDE INC	ART HOP 2017/CANS FOR CANINES	119.44	10715
494-000-900.000	Printing & Publishing	KAECHELE PUBLICATIONS INC	ART HOP 2017	62.00	10759
494-000-930.000	Rep & Maint Outside Servi	WIGHTMAN & ASSOCIATES INC	ACE HARDWARE	316.25	10800
494-000-956.021	Special Events	PLAINWELL ARTS COUNCIL	2017 ARTS & EATS HOST SITE	250.00	10803
494-000-957.022	DDA Farmers Mrkt Exp.	WORLDPAY	WORLDPAY MONTHLY CHARGES	1.25	437
				<u>1,327.12</u>	
				1,327.12	
			Fund 494 DDA FUND	<u>1,327.12</u>	
			Total For All Funds:	1,327.12	

05/04/2017

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 04/01/2017 - 04/30/2017
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 450 TIFA					
450-000-715.010	Health Insurance	PRIORITY HEALTH	APRIL 2017 HEALTH INSURANCE	525.01	10709
450-000-715.010	Health Insurance	PRIORITY HEALTH	MAY 2017 HEALTH INSURANCE	525.01	10806
450-000-715.010	Health Insurance	C.O.P.S. TRUST INSURANCE	MAY 2017 HEALTH INS	39.74	10811
450-000-715.015	Life Insurance	MADISON NATIONAL LIFE INSURANCE	MAY 2017 LIFE INSURANCE	0.80	10801
450-000-801.013	Prof Services/Attorney	DICKINSON WRIGHT PLLC	FEB 2017 LEGAL SERVICES	418.00	10743
		Total For Dept 000 OPERATIONS		1,508.56	
		Total For Fund 450 INDUST PARK TIFA		1,508.56	
		Fund Totals:			
			Fund 450 INDUST PARK TIFA	1,508.56	
			Total For All Funds:	1,508.56	

MINUTES
Plainwell City Council
March 27, 2017

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Scott Fenner of Lighthouse Baptist Church gave the Invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Councilman Keeler, Councilman Overhuel and Councilman Keeney.
Absent: Mayor Pro-Tem Steele.
5. Approval of Minutes/Summary:
A motion by Overhuel, supported by Keeney, to accept and place on file the Council Minutes and Summary of the 03/13/2017 regular meeting. On voice vote, all voted in favor. Motion passed.
6. General Public / County Commissioner Report:
None.
7. Presentations:
Mayor Brooks recognized City Manager Erik J. Wilson on his 15 years of service to Plainwell. The Mayor remarked on the process in 2002 when the city faced significant financial challenges and the city manager search included applicants with much experience, yet the city chose someone who thinks outside the box. The city has flourished since Erik's appointment by reducing costs and not having the legal expense that some other cities have. The Mayor said Erik's was a "great hire." Councilman Keeney said Erik is a "joy to work with." Councilman Keeler said that Erik keeps an eye on the city's money as if it were his own. Councilman Overhuel echoed the positive sentiments. City Manager Wilson thanked Council for their comments and said Plainwell is a great community and has enjoyed his 15 years, when most city managers have a "shelf life" of about 5 years. Erik said he's found a home here in Plainwell and thanked everyone at the staff table for being part of a great team.
8. Agenda Amendments: None
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Community Development Manager Siegel briefed Council about the zoning at 201 E. Bridge, which is currently "Service-Business", while the rest of the downtown area is zoned "Central Business District". The owners of 201 E. Bridge are asking for a zoning change to CBD to allow for a much needed business expansion. The Planning Commission has reviewed the rezoning request and the related site plan for expansion and recommends approval. Owners Greg & Wendy Hassel were in attendance and thanked the city staff for being so easy to work with. City Manager Wilson expressed his excitement for the business expansion.
A motion by Keeler, supported by Keeney, to approve the rezoning request for 201 E. Bridge from "Service Business" to "Central Business District" and the related site plan. On a voice vote, all in favor. Motion passed.
 - B. Community Development Manager Siegel noted that recent site plans for combining buildings at 140 and 138 South Main have had to be modified. The existing buildings will now have to be demolished and a new building constructed to the footprint in the original site plans. The Planning Commission has reviewed this new plan and is recommending approval.
A motion by Keeler, supported by Overhuel, to accept the demolition plan for 140/138 S.

Main Street. On a voice vote, all in favor. Motion passed.

C. City Manager Wilson noted that two (2) DPW vehicles have been taken out of service and can be sold at auction, Rangerbid.com, which has done business with the city in the past.
A motion by Keeler, supported by Keeney, to approve the sale at two (2) DPW vehicles at auction. On a voice vote, all in favor. Motion passed.

D. City Manager Wilson briefed Council on Gun Plain Township's plan to administer fireworks on July 4 using the city's airport. A permit was presented along with an insurance certificate naming the city as additional insured. Director Bomar noted that fire personnel would be at the event in case of emergency.
A motion by Keeler, supported by Keeney, to approve the Fireworks Display Permit as presented. On a voice vote, all in favor. Motion passed.

E. Personnel Manager Lamorandier noted City Manager Wilson's contract is expiring and is being renewed. She briefed Council on the minor changes to the contract, which has no current dollar changes. The new contract is a 5-year contract with one-year extensions and includes small modifications of leave time and now requires a 45-day notice if the Manager resigns, instead of the current 30-day requirement.
A motion by Keeler, supported by Overhuel, to accept the changes to the City Manager's employment contract. On a voice vote, all in favor. Motion passed.

11. Communications:

A motion by Keeney, seconded by Overhuel, to accept and place on file the Planning Commission DRAFT March 15, 2017 Minutes, the February 2017 DPS Report and the February 2017 Water Renewal Report. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Keeler, supported by Overhuel, that the bills be allowed and orders drawn in the amount of \$33,268.54 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments

None.

14. Staff Comments

Personnel Manager Lamorandier congratulated Erik and noted working on the budget..

Superintendent Pond noted re-pricing of the hot water loop capital project.

Superintendent Updike reported working on sewer mains.

Community Development Manager Siegel noted continued fundraising for the Dog Park, including a can drive at Harding's April 1 and 2. She noted the Chamber Dinner at Lake Doster on Thursday the 30th. She also reminded Council of the Easter Egg Hunt in Hicks Park on April 8.

Director Bomar noted several directed patrols around the city, including documenting compliance with school bus stops. He also noted the Department had issued several warnings for cutting through the parking lot behind Old City Hall, and that citations were now being issued.

Clerk/Treasurer Kelley thanked City Manager Wilson for his support.

City Manager Wilson noted working on grants and on closings for the Hardings and Sweetwaters projects.

15. Council Comments:

Councilman Keeney noted from the Library Board that they appreciate the signs.

16. Adjournment:

A motion by Keeler, supported by Keeney, to adjourn the meeting at 7:30 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES
Plainwell City Council
April 10, 2017

1. Mayor Brooks called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Scott Smith of 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 Councilman Keeler, Councilman Overhuel and Councilman Keeney. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, supported by Overhuel, to accept and place on file the Council Minutes and Summary of the 03/27/2017 regular meeting. On voice vote, all voted in favor. Motion passed.
6. General Public / County Commissioner Report:
Commissioner Don Black provided the Council information about the Allegan County Elder Fraud and Abuse Prevention Program including a phone if anyone of an Allegan County senior who may benefit from this program.
7. Presentations:
None.
8. Agenda Amendments: None
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Clerk/Treasurer Kelley reported that Plainwell has again been named a Tree City USA. As part of the Arbor Day celebrations, Plainwell has identified Monday, April 24 for a local celebration honoring the late Mayor Joseph Dorgan with a tree planting in Sherwood Park at 11am.
A motion by Keeney, supported by Keeler, to adopt Resolution 17-12 setting Monday April 24, 2017 as Plainwell Arbor Day. On a voice vote, all in favor. Motion passed.
 - B. Superintendent Pond reported on a painting project in the secondary pump room as part of routine maintenance and that two (2) proposals were received.
A motion by Keeler, supported by Steele, to approve the project with Modernistic Restoration to clean and paint the secondary pump room for \$4,871. On a roll-call vote, all in favor. Motion passed.
 - C. City Manager Wilson briefed Council on the status of the roofing at City Hall and over the Mill. The project under consideration will help mitigate the deterioration of the roofs.
A motion by Steele, supported by Keeler, to approve the roof repair project at City Hall and the Mill with Carlyle Roofing for \$8,855. On a roll-call vote, all in favor. Motion passed.
11. Communications:
A motion by Steele, seconded by Overhuel, to accept and place on file the March 2017 Fund Balance, Investment and Water Renewal Reports, the DDA-BRA-TIFA minutes from 02/14/2017 and 03/14/2017, and the Parks & Trees Minutes from 02/16/2017 and 03/16/2017. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Keeler, supported by Steele, that the bills be allowed and orders drawn in the amount of \$62,835.42 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments

None.

14. Staff Comments

Superintendent Pond reported the suspension of a capital project for repairing a hot water loop at the Water Renewal suspension due to cost overruns.

Clerk/Treasurer Kelley reported working on the budget.

City Manager Wilson also reported working on the budget.

15. Council Comments:

None.

16. Adjournment:

A motion by Steele, supported by Keeney, to adjourn the meeting at 7:21 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

PERIOD ENDING 04/30/2017

% Fiscal Year Completed: 83.29

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

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		2016-17 AMENDED BUDGET	04/30/2017 NORMAL (ABNORMAL)	MONTH 04/30/2017 INCREASE (DECREASE)	MONTH 04/30/2017 NORMAL (ABNORMAL)	BALANCE NORMAL (ABNORMAL)		
Fund 443 - BROWNFIELD REDEVELOPMENT AUTH - BRA								
Revenues								
443-000-402.040	Captured - City	2,185.00	2,185.31	0.00		(0.31)	100.01	
443-000-402.041	Captured - Library	262.00	261.20	0.00		0.80	99.69	
443-000-402.042	Captured - Cap Improvement	172.00	172.43	0.00		(0.43)	100.25	
443-000-402.043	Captured - Fire Reserve	172.00	172.43	0.00		(0.43)	100.25	
443-000-402.044	Captured - Solid Waste	224.00	224.16	0.00		(0.16)	100.07	
443-000-402.047	Captured DDA-SCHOOL	4,750.00	4,750.54	0.00		(0.54)	100.01	
443-000-402.048	Captured - County	1,051.00	1,049.08	0.00		1.92	99.82	
443-000-402.060	Captured - AV - Personal - CITY	646.00	646.31	0.00		(0.31)	100.05	
443-000-402.061	Captured - AV - Personal - LIBRARY	77.00	77.25	0.00		(0.25)	100.32	
443-000-402.062	Captured - AV - Personal - CAP IMP	51.00	51.00	0.00		0.00	100.00	
443-000-402.063	Captured - AV - Personal - FIRE RES	51.00	51.00	0.00		0.00	100.00	
443-000-402.064	Captured - AV - Personal - S WASTE	66.00	66.30	0.00		(0.30)	100.45	
443-000-402.065	Captured - AV - Personal - COUNTY	311.00	310.27	0.00		0.73	99.77	
443-000-664.020	Interest Inc-Investments	0.00	39.81	6.79		(39.81)	100.00	
443-000-673.000	Rev-Sale Fixed Assets-Lan	0.00	1,000.00	0.00		(1,000.00)	100.00	
443-000-676.080	Rev-Transfer from Cap Improvement	60,000.00	50,000.00	5,000.00		10,000.00	83.33	
TOTAL REVENUES		70,018.00	61,057.09	5,006.79		8,960.91	87.20	
Expenditures								
443-000-703.000	Full Time Wages	32,099.00	21,333.53	2,108.92		10,765.47	66.46	
443-000-706.000	Part Time Wages	1,037.00	55.53	2.82		981.47	5.35	
443-000-713.000	Other Post Employment Benefits	762.00	635.00	63.50		127.00	83.33	
443-000-715.000	Social Security (FICA)	2,406.00	1,531.84	151.32		874.16	63.67	
443-000-715.010	Health Insurance	7,190.00	7,780.15	981.58		(590.15)	108.21	
443-000-715.012	FSA - Employer Paid	0.00	9.68	2.16		(9.68)	100.00	
443-000-715.015	Life Insurance	34.00	30.79	2.78		3.21	90.56	
443-000-718.000	Retirement Benefits	2,776.00	1,895.19	186.55		880.81	68.27	
443-000-724.000	Med Insurance Buyouts	108.00	87.24	8.98		20.76	80.78	
443-000-743.000	Uniforms	0.00	44.20	3.80		(44.20)	100.00	
443-000-775.000	Rep & Maint Supplies	0.00	22.70	0.00		(22.70)	100.00	
443-000-801.000	Prof Services - Engineering	0.00	1,400.00	1,400.00		(1,400.00)	100.00	
443-000-801.013	Prof Services/Attorney	0.00	57.00	38.00		(57.00)	100.00	
443-000-801.030	Profess Service-Audit	488.00	487.83	0.00		0.17	99.97	
443-000-830.000	Contractual Reimbursement CRA Activities	7,514.00	7,512.96	0.00		1.04	99.99	
443-000-850.000	Communications	0.00	20.55	0.00		(20.55)	100.00	
443-000-910.000	Liability Insurance	4,679.00	4,475.30	0.00		203.70	95.65	
443-000-910.010	Workers Comp Insurance	298.00	285.69	0.00		12.31	95.87	
443-000-930.000	Repair/Maintenance (Outside)	7,000.00	148.12	0.00		6,851.88	2.12	
443-000-930.050	Computer Services	0.00	50.47	0.00		(50.47)	100.00	
443-000-940.000	Equipment Rental	1,000.00	314.85	0.00		685.15	31.49	
443-000-956.000	Miscellaneous	0.00	46.03	0.00		(46.03)	100.00	
TOTAL EXPENDITURES		67,391.00	48,224.65	4,950.41		19,166.35	71.56	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTH - BRA:								
TOTAL REVENUES		70,018.00	61,057.09	5,006.79		8,960.91	87.20	
TOTAL EXPENDITURES		67,391.00	48,224.65	4,950.41		19,166.35	71.56	
NET OF REVENUES & EXPENDITURES		2,627.00	12,832.44	56.38		(10,205.44)	488.48	

PERIOD ENDING 04/30/2017

% Fiscal Year Completed: 83.29

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

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	04/30/2017 (ABNORMAL)	MONTH	04/30/2017 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 450 - INDUST PARK TIFA									
Revenues									
450-000-402.040	Captured - AV - Real - CITY	14,874.00		14,863.42		0.00		10.58	99.93
450-000-402.041	Captured - AV - Real - LIBRARY	1,841.00		1,776.24		0.00		64.76	96.48
450-000-402.042	Captured - AV - Real - CAP IMP	1,173.00		1,172.56		0.00		0.44	99.96
450-000-402.043	Captured - AV - Real - FIRE RES	1,173.00		1,172.56		0.00		0.44	99.96
450-000-402.044	Captured - AV - Real - S WASTE	1,525.00		1,524.38		0.00		0.62	99.96
450-000-402.048	Captured - AV - Real - COUNTY	7,151.00		7,135.54		0.00		15.46	99.78
450-000-402.060	Captured - AV - Personal - CITY	6,839.00		8,038.26		0.00		(1,199.26)	117.54
450-000-402.061	Captured - AV - Personal - LIBRARY	819.00		960.67		0.00		(141.67)	117.30
450-000-402.062	Captured - AV - Personal - CAP IMP	540.00		634.30		0.00		(94.30)	117.46
450-000-402.063	Captured - AV - Personal - FIRE RES	540.00		634.30		0.00		(94.30)	117.46
450-000-402.064	Captured - AV - Personal - S WASTE	701.00		824.53		0.00		(123.53)	117.62
450-000-402.065	Captured - AV - Personal - COUNTY	3,288.00		3,857.43		0.00		(569.43)	117.32
450-000-664.020	Interest Inc-Investments	0.00		272.12		29.48		(272.12)	100.00
450-000-694.000	Revenue-Miscellaneous	0.00		1,000.00		0.00		(1,000.00)	100.00
TOTAL REVENUES		40,464.00		43,866.31		29.48		(3,402.31)	108.41
Expenditures									
450-000-703.000	Full Time Wages	28,203.00		21,910.62		2,214.57		6,292.38	77.69
450-000-706.000	Part Time Wages	0.00		573.61		76.85		(573.61)	100.00
450-000-713.000	Other Post Employment Benefits	28.00		23.30		2.33		4.70	83.21
450-000-715.000	Social Security (FICA)	2,101.00		1,572.62		159.80		528.38	74.85
450-000-715.010	Health Insurance	3,039.00		7,268.45		937.95		(4,229.45)	239.17
450-000-715.012	FSA - Employer Paid	0.00		28.64		6.32		(28.64)	100.00
450-000-715.015	Life Insurance	11.00		9.37		0.80		1.63	85.18
450-000-718.000	Retirement Benefits	1,135.00		897.12		86.04		237.88	79.04
450-000-724.000	Med Insurance Buyouts	20.00		16.34		1.69		3.66	81.70
450-000-801.013	Prof Services/Attorney	1,000.00		418.00		418.00		582.00	41.80
450-000-801.030	Profess Service-Audit	92.00		92.41		0.00		(0.41)	100.45
450-000-850.000	Communications	0.00		0.56		0.00		(0.56)	100.00
450-000-910.000	Liability Insurance	372.00		355.81		0.00		16.19	95.65
450-000-910.010	Workers Comp Insurance	179.00		171.60		0.00		7.40	95.87
450-000-930.000	Rep & Maint Outside Servi	1,000.00		1,950.00		0.00		(950.00)	195.00
450-000-930.050	Computer Services	0.00		50.47		0.00		(50.47)	100.00
450-000-940.000	Equipment Rental	1,500.00		1,460.75		261.89		39.25	97.38
450-000-956.000	Miscellaneous	600.00		0.00		0.00		600.00	0.00
TOTAL EXPENDITURES		39,280.00		36,799.67		4,166.24		2,480.33	93.69
Fund 450 - INDUST PARK TIFA:									
TOTAL REVENUES		40,464.00		43,866.31		29.48		(3,402.31)	108.41
TOTAL EXPENDITURES		39,280.00		36,799.67		4,166.24		2,480.33	93.69
NET OF REVENUES & EXPENDITURES		1,184.00		7,066.64		(4,136.76)		(5,882.64)	596.84

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

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	04/30/2017 (ABNORMAL)	MONTH 04/30/2017 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DDA FUND									
Revenues									
494-000-402.030	Captured - AV - Real - CITY	13,349.00		13,348.68		0.00		0.32	100.00
494-000-402.031	Captured - AV - Real - LIBRARY	1,598.00		1,595.18		0.00		2.82	99.82
494-000-402.032	Captured - AV - Real - CAP IMP	1,053.00		1,053.02		0.00		(0.02)	100.00
494-000-402.033	Captured - AV - Real - FIRE RES	1,053.00		1,053.02		0.00		(0.02)	100.00
494-000-402.034	Captured - AV - Real - S WASTE	1,369.00		1,368.99		0.00		0.01	100.00
494-000-402.045	Captured - AV - Real - COUNTY	6,418.00		6,407.10		0.00		10.90	99.83
494-000-402.060	Captured - AV - Personal - CITY	2,502.00		2,502.14		0.00		(0.14)	100.01
494-000-402.061	Captured - AV - Personal - LIBRARY	300.00		298.99		0.00		1.01	99.66
494-000-402.062	Captured - AV - Personal - CAP IMP	197.00		197.45		0.00		(0.45)	100.23
494-000-402.063	Captured - AV - Personal - FIRE RES	197.00		197.45		0.00		(0.45)	100.23
494-000-402.064	Captured - AV - Personal - S WASTE	257.00		256.68		0.00		0.32	99.88
494-000-402.065	Captured - AV - Personal - COUNTY	1,203.00		1,200.91		0.00		2.09	99.83
494-000-664.020	Interest Inc-Investments	0.00		51.22		4.75		(51.22)	100.00
494-000-694.000	Revenue-Miscellaneous	1,500.00		1,397.00		140.00		103.00	93.13
494-000-694.022	DDA - Farmers Market Entry Fee	4,000.00		2,247.00		132.00		1,753.00	56.18
494-000-694.025	DDA - Sale of Merchandise	1,000.00		915.00		15.00		85.00	91.50
494-000-694.026	DDA - Special Event Revenues	0.00		1,616.00		0.00		(1,616.00)	100.00
494-000-694.036	DDA Donations - Movies in the Park	500.00		0.00		0.00		500.00	0.00
TOTAL REVENUES		36,496.00		35,705.83		291.75		790.17	97.83
Expenditures									
494-000-703.000	Full Time Wages	13,022.00		10,244.85		1,066.85		2,777.15	78.67
494-000-706.000	Part Time Wages	700.00		1,827.24		0.00		(1,127.24)	261.03
494-000-715.000	Social Security (FICA)	1,050.00		855.08		74.18		194.92	81.44
494-000-715.010	Health Insurance	0.00		3,354.09		436.51		(3,354.09)	100.00
494-000-727.000	Office Supplies	25.00		0.00		0.00		25.00	0.00
494-000-775.000	Rep & Maint Supplies	1,000.00		0.00		0.00		1,000.00	0.00
494-000-801.030	Profess Service-Audit	92.00		92.41		0.00		(0.41)	100.45
494-000-900.000	Printing & Publishing	2,500.00		2,302.30		181.44		197.70	92.09
494-000-910.000	Liability Insurance	479.00		458.15		0.00		20.85	95.65
494-000-910.010	Workers Comp Insurance	55.00		52.73		0.00		2.27	95.87
494-000-930.000	Rep & Maint Outside Servi	3,000.00		1,719.09		316.25		1,280.91	57.30
494-000-930.050	Computer Services	0.00		50.47		0.00		(50.47)	100.00
494-000-940.000	Equipment Rental	500.00		0.00		0.00		500.00	0.00
494-000-956.000	Miscellaneous	1,000.00		823.69		0.00		176.31	82.37
494-000-956.021	Special Events	1,300.00		988.80		250.00		311.20	76.06
494-000-957.022	DDA Farmers Market Expense	700.00		615.33		1.25		84.67	87.90
494-000-957.025	DDA Christmas Ornament Costs	800.00		778.70		0.00		21.30	97.34
494-000-957.036	DDA Movies in the Park	2,200.00		2,492.93		0.00		(292.93)	113.32
494-000-960.000	Education & Training	0.00		275.00		0.00		(275.00)	100.00
494-000-962.000	Association Memberships	0.00		1,530.00		0.00		(1,530.00)	100.00
494-908-991.000	Principal Payment - Interfund Loans	11,323.00		9,435.80		943.58		1,887.20	83.33
494-908-995.000	Interest Payment - Interfund Loans	938.00		781.70		78.17		156.30	83.34
TOTAL EXPENDITURES		40,684.00		38,678.36		3,348.23		2,005.64	95.07
Fund 494 - DDA FUND:									
TOTAL REVENUES		36,496.00		35,705.83		291.75		790.17	97.83
TOTAL EXPENDITURES		40,684.00		38,678.36		3,348.23		2,005.64	95.07

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 04/30/2017

% Fiscal Year Completed: 83.29

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

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	04/30/2017 (ABNORMAL)	MONTH 04/30/2017 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DDA FUND									
	NET OF REVENUES & EXPENDITURES	(4,188.00)		(2,972.53)		(3,056.48)		(1,215.47)	70.98
TOTAL REVENUES - ALL FUNDS									
	TOTAL EXPENDITURES - ALL FUNDS	146,978.00		140,629.23		5,328.02		6,348.77	95.68
	NET OF REVENUES & EXPENDITURES	147,355.00		123,702.68		12,464.88		23,652.32	83.95
		(377.00)		16,926.55		(7,136.86)		(17,303.55)	4,489.80

PERIOD ENDING 04/30/2017

% Fiscal Year Completed: 83.29

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

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BGD USED
		2016-17 AMENDED BUDGET	04/30/2017 NORMAL (ABNORMAL)	MONTH 04/30/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)			
Fund 443 - BROWNFIELD REDEVELOPMENT AUTH - BRA								
Revenues								
443-000-402.040	Captured - City	2,185.00	2,185.31	0.00	(0.31)	100.01		
443-000-402.041	Captured - Library	262.00	261.20	0.00	0.80	99.69		
443-000-402.042	Captured - Cap Improvement	172.00	172.43	0.00	(0.43)	100.25		
443-000-402.043	Captured - Fire Reserve	172.00	172.43	0.00	(0.43)	100.25		
443-000-402.044	Captured - Solid Waste	224.00	224.16	0.00	(0.16)	100.07		
443-000-402.047	Captured DDA-SCHOOL	4,750.00	4,750.54	0.00	(0.54)	100.01		
443-000-402.048	Captured - County	1,051.00	1,049.08	0.00	1.92	99.82		
443-000-402.060	Captured - AV - Personal - CITY	646.00	646.31	0.00	(0.31)	100.05		
443-000-402.061	Captured - AV - Personal - LIBRARY	77.00	77.25	0.00	(0.25)	100.32		
443-000-402.062	Captured - AV - Personal - CAP IMP	51.00	51.00	0.00	0.00	100.00		
443-000-402.063	Captured - AV - Personal - FIRE RES	51.00	51.00	0.00	0.00	100.00		
443-000-402.064	Captured - AV - Personal - S WASTE	66.00	66.30	0.00	(0.30)	100.45		
443-000-402.065	Captured - AV - Personal - COUNTY	311.00	310.27	0.00	0.73	99.77		
443-000-664.020	Interest Inc-Investments	0.00	39.81	6.79	(39.81)	100.00		
443-000-673.000	Rev-Sale Fixed Assets-Lan	0.00	1,000.00	0.00	(1,000.00)	100.00		
443-000-676.080	Rev-Transfer from Cap Improvement	60,000.00	50,000.00	5,000.00	10,000.00	83.33		
TOTAL REVENUES		70,018.00	61,057.09	5,006.79	8,960.91	87.20		
Expenditures								
000	OPERATIONS	67,391.00	48,224.65	4,950.41	19,166.35	71.56		
TOTAL EXPENDITURES		67,391.00	48,224.65	4,950.41	19,166.35	71.56		
Fund 443 - BROWNFIELD REDEVELOPMENT AUTH - BRA:								
TOTAL REVENUES		70,018.00	61,057.09	5,006.79	8,960.91	87.20		
TOTAL EXPENDITURES		67,391.00	48,224.65	4,950.41	19,166.35	71.56		
NET OF REVENUES & EXPENDITURES		2,627.00	12,832.44	56.38	(10,205.44)	488.48		

PERIOD ENDING 04/30/2017

% Fiscal Year Completed: 83.29

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

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	04/30/2017 (ABNORMAL)	MONTH 04/30/2017 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)		
Fund 450 - INDUST PARK TIFA									
Revenues									
450-000-402.040	Captured - AV - Real - CITY	14,874.00		14,863.42		0.00		10.58	99.93
450-000-402.041	Captured - AV - Real - LIBRARY	1,841.00		1,776.24		0.00		64.76	96.48
450-000-402.042	Captured - AV - Real - CAP IMP	1,173.00		1,172.56		0.00		0.44	99.96
450-000-402.043	Captured - AV - Real - FIRE RES	1,173.00		1,172.56		0.00		0.44	99.96
450-000-402.044	Captured - AV - Real - S WASTE	1,525.00		1,524.38		0.00		0.62	99.96
450-000-402.048	Captured - AV - Real - COUNTY	7,151.00		7,135.54		0.00		15.46	99.78
450-000-402.060	Captured - AV - Personal - CITY	6,839.00		8,038.26		0.00		(1,199.26)	117.54
450-000-402.061	Captured - AV - Personal - LIBRARY	819.00		960.67		0.00		(141.67)	117.30
450-000-402.062	Captured - AV - Personal - CAP IMP	540.00		634.30		0.00		(94.30)	117.46
450-000-402.063	Captured - AV - Personal - FIRE RES	540.00		634.30		0.00		(94.30)	117.46
450-000-402.064	Captured - AV - Personal - S WASTE	701.00		824.53		0.00		(123.53)	117.62
450-000-402.065	Captured - AV - Personal - COUNTY	3,288.00		3,857.43		0.00		(569.43)	117.32
450-000-664.020	Interest Inc-Investments	0.00		272.12		29.48		(272.12)	100.00
450-000-694.000	Revenue-Miscellaneous	0.00		1,000.00		0.00		(1,000.00)	100.00
TOTAL REVENUES		40,464.00		43,866.31		29.48		(3,402.31)	108.41
Expenditures									
000	OPERATIONS	39,280.00		36,799.67		4,166.24		2,480.33	93.69
TOTAL EXPENDITURES		39,280.00		36,799.67		4,166.24		2,480.33	93.69
Fund 450 - INDUST PARK TIFA:									
TOTAL REVENUES		40,464.00		43,866.31		29.48		(3,402.31)	108.41
TOTAL EXPENDITURES		39,280.00		36,799.67		4,166.24		2,480.33	93.69
NET OF REVENUES & EXPENDITURES		1,184.00		7,066.64		(4,136.76)		(5,882.64)	596.84

PERIOD ENDING 04/30/2017

% Fiscal Year Completed: 83.29

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

GL NUMBER	DESCRIPTION	2016-17		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	04/30/2017 (ABNORMAL)	MONTH 04/30/2017	INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 494 - DDA FUND									
Revenues									
494-000-402.030	Captured - AV - Real - CITY	13,349.00		13,348.68		0.00		0.32	100.00
494-000-402.031	Captured - AV - Real - LIBRARY	1,598.00		1,595.18		0.00		2.82	99.82
494-000-402.032	Captured - AV - Real - CAP IMP	1,053.00		1,053.02		0.00		(0.02)	100.00
494-000-402.033	Captured - AV - Real - FIRE RES	1,053.00		1,053.02		0.00		(0.02)	100.00
494-000-402.034	Captured - AV - Real - S WASTE	1,369.00		1,368.99		0.00		0.01	100.00
494-000-402.045	Captured - AV - Real - COUNTY	6,418.00		6,407.10		0.00		10.90	99.83
494-000-402.060	Captured - AV - Personal - CITY	2,502.00		2,502.14		0.00		(0.14)	100.01
494-000-402.061	Captured - AV - Personal - LIBRARY	300.00		298.99		0.00		1.01	99.66
494-000-402.062	Captured - AV - Personal - CAP IMP	197.00		197.45		0.00		(0.45)	100.23
494-000-402.063	Captured - AV - Personal - FIRE RES	197.00		197.45		0.00		(0.45)	100.23
494-000-402.064	Captured - AV - Personal - S WASTE	257.00		256.68		0.00		0.32	99.88
494-000-402.065	Captured - AV - Personal - COUNTY	1,203.00		1,200.91		0.00		2.09	99.83
494-000-664.020	Interest Inc-Investments	0.00		51.22		4.75		(51.22)	100.00
494-000-694.000	Revenue-Miscellaneous	1,500.00		1,397.00		140.00		103.00	93.13
494-000-694.022	DDA - Farmers Market Entry Fee	4,000.00		2,247.00		132.00		1,753.00	56.18
494-000-694.025	DDA - Sale of Merchandise	1,000.00		915.00		15.00		85.00	91.50
494-000-694.026	DDA - Special Event Revenues	0.00		1,616.00		0.00		(1,616.00)	100.00
494-000-694.036	DDA Donations - Movies in the Park	500.00		0.00		0.00		500.00	0.00
TOTAL REVENUES		36,496.00		35,705.83		291.75		790.17	97.83
Expenditures									
000	OPERATIONS	28,423.00		28,460.86		2,326.48		(37.86)	100.13
908	DEBT SERVICE	12,261.00		10,217.50		1,021.75		2,043.50	83.33
TOTAL EXPENDITURES		40,684.00		38,678.36		3,348.23		2,005.64	95.07
Fund 494 - DDA FUND:									
TOTAL REVENUES		36,496.00		35,705.83		291.75		790.17	97.83
TOTAL EXPENDITURES		40,684.00		38,678.36		3,348.23		2,005.64	95.07
NET OF REVENUES & EXPENDITURES		(4,188.00)		(2,972.53)		(3,056.48)		(1,215.47)	70.98
TOTAL REVENUES - ALL FUNDS									
		146,978.00		140,629.23		5,328.02		6,348.77	95.68
TOTAL EXPENDITURES - ALL FUNDS									
		147,355.00		123,702.68		12,464.88		23,652.32	83.95
NET OF REVENUES & EXPENDITURES		(377.00)		16,926.55		(7,136.86)		(17,303.55)	4,489.80

AGENDA ITEMS

7. BRA Action Items:

A. Accounts Payable:

Recommended Action: Consider approving the BRA payables for April in the amount of \$2,586.69.

8. DDA Action Items:

A. Accounts Payable:

Recommended Action: Consider approving the DDA payables for April in the amount of \$1,327.12.

B. Update on design and printing of the Downtown Brochure/directory. Funds received \$220.

9. TIFA Action Items:

A. Accounts Payable:

Recommended Action: Consider approving the TIFA payables for April in the amount of \$1,508.56.

C. Discussion regarding roundtable forums for the Industrial park businesses

D. Discussion about acquiring additional land