

City of Plainwell

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



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

“The Island City”

AGENDA DDA/TIFA/BRA City Hall Council Chambers December 10, 2024 - 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary –11/12/2024**
5. **General Public Comment**
6. **Chairman’s Report**

7. **BRA Action Items**
 - A. Accounts Payable for November of \$ 891.25

8. **DDA Action Items**
 - A. Old Business - Downtown Clock Restoration Options refurbish or purchase new clock
 - B. Accounts Payable for November of \$ 2,973.66

9. **TIFA Action Items**
 - A. Accounts Payable for November of \$ 417.10

10. **Communications:** The 11/11/2024 Council Meeting Minutes and the Financial Report/Summary as of 11/30/2024
11. **Public Comments**
12. **Staff Comments**
13. **Member Comments**
14. **Adjournment**

Minutes
Plainwell DDA, BRA, and TIFA
November 12, 2024

1. Call to Order: Meeting was called to order at 7:30 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call:
Members Present: Randy Wisnaski, Kevin Seckel, Nick Larabel, Jim Turley, Adam Hopkins, Cathy Green, Justin Lakamper
Excused: Paul Rizzo
4. Approval of Minutes from 10/08/24: **A motion was made by Turley to approve the minutes and place on file, seconded by Hopkins.**
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
 - A. **Motion to accept accounts payable for October of \$281.78 was made by Green and seconded by Sackel. All in favor vote. Motion passed.**
8. DDA Action Items
 - A. Downtown Clock Restoration options – more discussion needed, tabled until next meeting.
 - B. **Motion to accept accounts payable for October of \$4,738.54 was made by Larabel and seconded by Turley. All in favor vote.**
9. TIFA Action Items
 - A. **Motion to accept accounts payable for October of \$339.53 was made by Wisnaski and seconded by Seckel. All in favor vote. Motion carried.**
9. Communications: 09/23/24, 10/14/24 Council Minutes and the Financial Report/Summary as of 10/31/2024
10. Public Comments: None
11. Staff Comments: Updates were given by Siegel, Community Development Manager development of DDA properties; Updates events. Lakamper, City Manager provided information on the Mill Site Developments
12. Member Comments: None
13. Adjournment: **A Motion to adjourn the meeting was made by Hopkins and seconded by Larabel at 8:55 a.m.**

Submitted by Denise Siegel, Community Development Manager

12/02/2024 12:10 PM
 User: ROXANNE
 DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 11/01/2024 - 11/30/2024
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

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	NOVEMBER 2024 DENTAL/VISIC	22.99	28073
243-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	NOVEMBER 2024 HEALTH INSUF	254.92	28078
243-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	NOVEMBER 2024 LIFE INSURAN	3.87	28077
243-443-775.000	Supplies - Repairs and Mai	PLAINWELL ACE HARDWARE	DPW - ACRYLIC SHEET(2) MI	199.98	28135
243-443-801.030	AUDIT SERVICES 6/30/2024	SIEGFRIED CRANDALL PC	ADMIN - AUDITING SERVICES	409.49	28093
Total For Dept 443 PUBLIC				891.25	
Total For Fund 243 BROWNFI				891.25	

12/02/2024 12:10 PM
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 11/01/2024 - 11/30/2024
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Fund Totals:

Fund 243 BROWNFIELD REDEVE	891.25
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891.25

Clock Restoration Quotes and Options:

We have two options for restoration. However, given the layout of your clock, the replacement controls for the clock would not be able to be installed in the base. This would require a NEMA enclosure to be placed near the base of the clock for the controls which would be a separate cost from the below scope and the responsibility of the City. The restoration options are:

- **Mechanical Renovation** - Includes new timepiece, dial gears, & clock hands; digital clock controller; junction box, and other related parts. **\$6,690** including installation and freight.
- **Combination Mechanical and Cosmetic Renovation** - Includes new timepiece, dial gears, and clock hands; digital clock controller; new dials with Lexan covers and bezels with accent paint details; LED illumination system; and other related parts. **\$10,780** including installation and freight.

Quote for replacement clock - Looking at the same model, we'd be at **\$17,726** including installation and freight for the same model. You can also elect to self-install for a cost savings of approximately \$1,700. I'd be happy to review any of our other models with you as well.

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 000 OPERATIONS					
248-000-228.023	Due to State - Sales Tax	STATE OF MICHIGAN	NOVEMBER 2024 SALES TAX RE	1.10	3009
248-000-654.001	Charges for Service - Farm	SHARON SCHMIDT	DDA - DAILY MARKET REFUND	20.00	28205
Total For Dept 000 OPERATI				21.10	
Dept 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	NOVEMBER 2024 DENTAL/VISIC	32.21	28073
248-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	NOVEMBER 2024 HEALTH INSUF	427.93	28078
248-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	NOVEMBER 2024 LIFE INSURAN	1.65	28077
248-443-775.000	Supplies - Repairs and Mai	RATHCO SAFETY SUPPLY INC	DDA - ALUM OVERNIGHT PARKI	816.00	28152
248-443-775.000	Supplies - Repairs and Mai	PLAINWELL ACE HARDWARE	DPW - HOLDER/FASTENERS NC	18.75	28174
248-443-775.000	Supplies - Repairs and Mai	PLAINWELL ACE HARDWARE	DPW - PVC PIPE NO PARKING	49.99	28174
248-443-775.000	Supplies - Repairs and Mai	PLAINWELL ACE HARDWARE	DPW/DDA - MISC FASTENERS/M	73.83	28200
248-443-801.030	AUDIT SERVICES 6/30/2024	SIEGFRIED CRANDALL PC	ADMIN - AUDITING SERVICES	77.57	28093
248-443-900.000	Brooks Plaza sign	THE SIGN CENTER	Brooks Plaza sign	660.00	3006
248-443-955.000	Parking GR	THE SIGN CENTER	Parking GR	2.00	3006
Total For Dept 443 PUBLIC				2,159.93	
Dept 775 SPECIAL EVENTS					
248-775-880.021	Community Promotion - Spec	DENISE SIEGEL	DDA - REIMBURSEMENT LADIES	89.91	2966
248-775-880.021	Community Promotion - Spec	DENISE SIEGEL	DDA - MILEAGE REIMBURSMENI	50.79	2966
248-775-880.021	Harvest Stroll plaques	B & C TROPHY	Harvest Stroll plaques	50.00	3006
248-775-880.021	Community Promotion - Spec	BUSHEL & A PECK	DDA - REIMBURSEMENT FOR LA	75.00	28184
248-775-880.021	Community Promotion - Spec	PERFECT IMAGE	DDA - REIMBURSEMENT FOR LA	25.00	28185
248-775-880.021	Tree lighting	AMAZON	Tree lighting	16.93	3006
248-775-880.021	Community Promotion - Spec	JIM COX	DDA - DJ LIGHT UP THE NIC	350.00	28202
248-775-881.022	Farmers Market Costs - DD	RYAN LINDSEY PHOTOGRAPHY	DDA - FARMERS MARKET DOUBI	135.00	28183
Total For Dept 775 SPECIAI				792.63	
Total For Fund 248 DOWNTOW				2,973.66	

12/02/2024 12:09 PM
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BOTH OPEN AND PAID

Page: 2/2

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Fund Totals:

Fund 248 DOWNTOWN DEVELOPM	2,973.66
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2,973.66

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DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
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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	NOVEMBER 2024 DENTAL/VISIC	28.09	28073
247-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	NOVEMBER 2024 HEALTH INSUF	309.48	28078
247-443-725.001	Fringe Benefit - Life Insu	MADISON NATIONAL LIFE INSU	NOVEMBER 2024 LIFE INSURAN	1.96	28077
247-443-801.030	AUDIT SERVICES 6/30/2024	SIEGFRIED CRANDALL PC	ADMIN - AUDITING SERVICES	77.57	28093
Total For Dept 443 PUBLIC				417.10	
Total For Fund 247 TAX INC				417.10	

12/02/2024 12:11 PM
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 247 TAX INCREMENT FIN	417.10
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	417.10

MINUTES
Plainwell City Council
November 11, 2024

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

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

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

MINUTES
Plainwell City Council
November 11, 2024

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

Assistant Superintendent Keyser noted ongoing maintenance work.

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

Director Callahan noted continued work on accreditation for the department.

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

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

15. Council Comments:

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

16. Adjournment:

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

Minutes respectfully
Submitted by,
Brian Kelley
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL
November 25, 2024



JoAnn Leonard, City Clerk

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 11/30/2024

% Fiscal Year Completed: 41.92

*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	11/30/2024 (ABNORMAL)	MONTH	11/30/2024 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND									
Revenues									
D01	D01 - Taxes	36,967.00		23,304.02		0.00		13,662.98	63.04
D08	D08 - Interest and rentals	0.00		347.10		9.71		(347.10)	100.00
F40.05	F40.05 - Other financing, Transfer In	110,000.00		45,833.35		9,166.67		64,166.65	41.67
TOTAL REVENUES		146,967.00		69,484.47		9,176.38		77,482.53	47.28
Expenditures									
443	PUBLIC WORKS	134,586.00		55,446.42		5,621.74		79,139.58	41.20
905	DEBT SERVICE	16,624.00		6,926.90		1,385.38		9,697.10	41.67
TOTAL EXPENDITURES		151,210.00		62,373.32		7,007.12		88,836.68	41.25
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:									
TOTAL REVENUES		146,967.00		69,484.47		9,176.38		77,482.53	47.28
TOTAL EXPENDITURES		151,210.00		62,373.32		7,007.12		88,836.68	41.25
NET OF REVENUES & EXPENDITURES		(4,243.00)		7,111.15		2,169.26		(11,354.15)	167.60

PERIOD ENDING 11/30/2024

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	11/30/2024 (ABNORMAL)	MONTH 11/30/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND									
Revenues									
D01	D01 - Taxes	31,371.00		28,258.11		0.00		3,112.89	90.08
D08	D08 - Interest and rentals	3,330.00		4,842.36		1,201.18		(1,512.36)	145.42
D04	D04 - State grants	89,257.00		90,530.02		0.00		(1,273.02)	101.43
TOTAL REVENUES		123,958.00		123,630.49		1,201.18		327.51	99.74
Expenditures									
443	PUBLIC WORKS	52,422.00		21,310.99		3,437.88		31,111.01	40.65
TOTAL EXPENDITURES		52,422.00		21,310.99		3,437.88		31,111.01	40.65
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:									
TOTAL REVENUES		123,958.00		123,630.49		1,201.18		327.51	99.74
TOTAL EXPENDITURES		52,422.00		21,310.99		3,437.88		31,111.01	40.65
NET OF REVENUES & EXPENDITURES		71,536.00		102,319.50		(2,236.70)		(30,783.50)	143.03

PERIOD ENDING 11/30/2024

% Fiscal Year Completed: 41.92

*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	11/30/2024 (ABNORMAL)	MONTH 11/30/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND									
Revenues									
D01	D01 - Taxes	87,859.00		78,835.40		0.00		9,023.60	89.73
D08	D08 - Interest and rentals	2,000.00		2,953.56		605.88		(953.56)	147.68
D04	D04 - State grants	7,536.00		7,643.42		0.00		(107.42)	101.43
D06	D06 - Charges for services	6,285.00		7,370.82		2,038.91		(1,085.82)	117.28
D09.04	D09.04 - Other, Miscellaneous	600.00		0.00		0.00		600.00	0.00
TOTAL REVENUES		104,280.00		96,803.20		2,644.79		7,476.80	92.83
Expenditures									
443	PUBLIC WORKS	62,292.00		22,182.54		4,851.25		40,109.46	35.61
775	SPECIAL EVENTS	8,050.00		4,546.57		792.63		3,503.43	56.48
900	CAPITAL OUTLAY	18,000.00		0.00		0.00		18,000.00	0.00
TOTAL EXPENDITURES		88,342.00		26,729.11		5,643.88		61,612.89	30.26
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:									
TOTAL REVENUES		104,280.00		96,803.20		2,644.79		7,476.80	92.83
TOTAL EXPENDITURES		88,342.00		26,729.11		5,643.88		61,612.89	30.26
NET OF REVENUES & EXPENDITURES		15,938.00		70,074.09		(2,999.09)		(54,136.09)	439.67
TOTAL REVENUES - ALL FUNDS									
		375,205.00		289,918.16		13,022.35		85,286.84	77.27
TOTAL EXPENDITURES - ALL FUNDS									
		291,974.00		110,413.42		16,088.88		181,560.58	37.82
NET OF REVENUES & EXPENDITURES		83,231.00		179,504.74		(3,066.53)		(96,273.74)	215.67

PERIOD ENDING 11/30/2024

% Fiscal Year Completed: 41.92

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

GL NUMBER	DESCRIPTION	YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		2024-25 AMENDED BUDGET	11/30/2024 NORMAL (ABNORMAL)	MONTH 11/30/2024 INCREASE (DECREASE)	MONTH 11/30/2024 NORMAL (ABNORMAL)	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	809.49	0.00		355.51		69.48
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	4,969.70	0.00		11,641.30		29.92
243-000-404.048	Captured Tax Real - BR - County Taxes	3,871.00	2,869.93	0.00		1,001.07		74.14
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	396.46	0.00		174.54		69.43
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	1,405.58	0.00		490.42		74.13
243-000-665.000	Interest Earnings - Investments	0.00	347.10	9.71		(347.10)		100.00
243-000-699.101	Interfund Transfer In - General Fund	30,000.00	12,500.00	2,500.00		17,500.00		41.67
243-000-699.401	Interfund Transfer In - Cap Improvement	80,000.00	33,333.35	6,666.67		46,666.65		41.67
TOTAL REVENUES		146,967.00	69,484.47	9,176.38		77,482.53		47.28
Expenditures								
243-443-703.000	Salaries/Wages - Full Time Employees	46,328.00	18,467.51	3,690.96		27,860.49		39.86
243-443-704.001	Wages - Part Time Employees	2,485.00	4,461.52	217.09		(1,976.52)		179.54
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,798.00	1,756.83	301.03		2,041.17		46.26
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,680.00	594.98	148.74		1,085.02		35.42
243-443-716.000	Retirement - Defined Contribution 401a	3,681.00	1,413.32	283.39		2,267.68		38.40
243-443-718.001	Health Insurance Premiums - Current EE	2,602.00	1,025.11	209.97		1,576.89		39.40
243-443-718.013	Health Insurance - HSA - Employer Paid	744.00	262.14	60.00		481.86		35.23
243-443-723.001	Retiree Health Care - OPEB	31.00	13.00	2.60		18.00		41.94
243-443-725.001	Fringe Benefit - Life Insurance	46.00	18.72	3.87		27.28		40.70
243-443-725.010	Workers Comp Insurance	161.00	161.06	0.00		(0.06)		100.04
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	254.06	199.98		245.94		50.81
243-443-801.013	Professional Services - Attorney	15,000.00	294.00	0.00		14,706.00		1.96
243-443-801.030	Professional Services - Auditor	400.00	409.49	409.49		(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	800.00	0.00		14,200.00		5.33
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	4,244.15	94.62		2,555.85		62.41
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	6,538.05	1,307.61		9,152.95		41.67
243-905-993.001	Debt Service - Interest - Interfund Loan	933.00	388.85	77.77		544.15		41.68
TOTAL EXPENDITURES		151,210.00	62,373.32	7,007.12		88,836.68		41.25
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:								
TOTAL REVENUES		146,967.00	69,484.47	9,176.38		77,482.53		47.28
TOTAL EXPENDITURES		151,210.00	62,373.32	7,007.12		88,836.68		41.25
NET OF REVENUES & EXPENDITURES		(4,243.00)	7,111.15	2,169.26		(11,354.15)		167.60

PERIOD ENDING 11/30/2024

% Fiscal Year Completed: 41.92

*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	11/30/2024 (ABNORMAL)	MONTH 11/30/2024 INCREASE (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND								
Revenues								
247-000-404.040	Captured Tax Real - BR - City Tax	15,598.00		15,597.82	0.00		0.18	100.00
247-000-404.041	Captured Tax Real - BR - Library	2,675.00		1,858.36	0.00		816.64	69.47
247-000-404.042	Captured Tax Real - BR - Capital Impr	1,276.00		1,276.44	0.00		(0.44)	100.03
247-000-404.043	Captured Tax Real - BR - Fire Reserve	1,276.00		1,276.44	0.00		(0.44)	100.03
247-000-404.044	Captured Tax Real - BR - Solid Waste	1,659.00		1,659.34	0.00		(0.34)	100.02
247-000-404.048	Captured Tax Real - BR - County Taxes	8,887.00		6,589.71	0.00		2,297.29	74.15
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		4,842.36	1,201.18		(1,512.36)	145.42
TOTAL REVENUES		123,958.00		123,630.49	1,201.18		327.51	99.74
Expenditures								
247-443-703.000	Salaries/Wages - Full Time Employees	33,568.00		13,296.64	2,570.71		20,271.36	39.61
247-443-704.001	Wages - Part Time Employees	483.00		80.47	15.19		402.53	16.66
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,620.00		1,008.87	195.51		1,611.13	38.51
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,155.00		445.08	111.26		709.92	38.54
247-443-716.000	Retirement - Defined Contribution 401a	1,879.00		769.99	144.34		1,109.01	40.98
247-443-718.001	Health Insurance Premiums - Current EE	3,071.00		1,347.26	259.34		1,723.74	43.87
247-443-718.013	Health Insurance - HSA - Employer Paid	744.00		275.65	62.00		468.35	37.05
247-443-725.001	Fringe Benefit - Life Insurance	22.00		9.03	1.96		12.97	41.05
247-443-725.010	Workers Comp Insurance	154.00		153.72	0.00		0.28	99.82
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	77.57		(3.57)	104.82
247-443-930.001	Land & Building Repairs/Maintenance	0.00		1,903.00	0.00		(1,903.00)	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		21,310.99	3,437.88		31,111.01	40.65
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:								
TOTAL REVENUES		123,958.00		123,630.49	1,201.18		327.51	99.74
TOTAL EXPENDITURES		52,422.00		21,310.99	3,437.88		31,111.01	40.65
NET OF REVENUES & EXPENDITURES		71,536.00		102,319.50	(2,236.70)		(30,783.50)	143.03

PERIOD ENDING 11/30/2024

% Fiscal Year Completed: 41.92

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	11/30/2024 (ABNORMAL)	MONTH 11/30/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
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		4,983.98		0.00		2,213.02	69.25
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		17,670.65		0.00		6,238.35	73.91
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		201.24		0.00		93.76	68.22
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		713.58		0.00		268.42	72.67
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		38.91		18.91		(38.91)	100.00
248-000-654.001	Charges for Service - Farmers Market Fee	4,660.00		3,131.91		1,220.00		1,528.09	67.21
248-000-654.102	Special Event Revenues - DDA	1,625.00		4,200.00		800.00		(2,575.00)	258.46
248-000-665.000	Interest Earnings - Investments	2,000.00		2,953.56		605.88		(953.56)	147.68
248-000-674.022	Private Donations - Sponsorship FarmersMk	600.00		0.00		0.00		600.00	0.00
TOTAL REVENUES		104,280.00		96,803.20		2,644.79		7,476.80	92.83
Expenditures									
248-443-703.000	Salaries/Wages - Full Time Employees	33,416.00		11,940.32		2,412.80		21,475.68	35.73
248-443-704.001	Wages - Part Time Employees	355.00		122.02		31.65		232.98	34.37
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,578.00		861.77		173.33		1,716.23	33.43
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		478.80		95.17		940.20	33.74
248-443-718.001	Health Insurance Premiums - Current EE	4,022.00		1,625.70		353.14		2,396.30	40.42
248-443-718.013	Health Insurance - HSA - Employer Paid	960.00		360.09		84.27		599.91	37.51
248-443-723.001	Retiree Health Care - OPEB	13.00		5.50		1.10		7.50	42.31
248-443-725.001	Fringe Benefit - Life Insurance	18.00		9.03		1.65		8.97	50.17
248-443-725.010	Workers Comp Insurance	90.00		89.62		0.00		0.38	99.58
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		2,709.80		958.57		1,390.20	66.09
248-443-801.030	Professional Services - Auditor	74.00		77.57		77.57		(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		2,335.00		660.00		(535.00)	129.72
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		66.95		2.00		133.05	33.48
248-443-960.000	Education & Training - Professional	200.00		0.00		0.00		200.00	0.00
248-443-962.000	Memberships & Dues	700.00		0.00		0.00		700.00	0.00
248-775-880.021	Community Promotion - Special Events	4,950.00		3,217.57		657.63		1,732.43	65.00
248-775-881.022	Farmers Market Costs - DDA	3,100.00		1,329.00		135.00		1,771.00	42.87
248-900-971.000	Capital Purchase	18,000.00		0.00		0.00		18,000.00	0.00
TOTAL EXPENDITURES		88,342.00		26,729.11		5,643.88		61,612.89	30.26

PERIOD ENDING 11/30/2024

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GL NUMBER	DESCRIPTION	2024-25		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDTG USED
		AMENDED BUDGET	NORMAL	11/30/2024 (ABNORMAL)	MONTH 11/30/2024 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND									
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:									
	TOTAL REVENUES	104,280.00		96,803.20		2,644.79		7,476.80	92.83
	TOTAL EXPENDITURES	88,342.00		26,729.11		5,643.88		61,612.89	30.26
	NET OF REVENUES & EXPENDITURES	15,938.00		70,074.09		(2,999.09)		(54,136.09)	439.67
	TOTAL REVENUES - ALL FUNDS	375,205.00		289,918.16		13,022.35		85,286.84	77.27
	TOTAL EXPENDITURES - ALL FUNDS	291,974.00		110,413.42		16,088.88		181,560.58	37.82
	NET OF REVENUES & EXPENDITURES	83,231.00		179,504.74		(3,066.53)		(96,273.74)	215.67

AGENDA ITEMS

7. **BRA Action Items:**

- A. Accounts Payable: Recommended Action: Consider confirming the BRA payables for November for \$ 891.25

8. **DDA Action Items:**

- A. Discussion regarding the purchase or repair of the downtown Clock
B. Accounts Payable:
Recommended Action: Consider confirming the DDA payables for November for \$ 2,973.66

9. **TIFA Action Items:**

- A. Accounts Payable: Recommended Action: Consider confirming the TIFA payables for November for \$ 417.10

A reminder of Upcoming Meetings/Events:

- December 14, 2024 – Shop the Merry Mile
- December 18, 2024 – Planning Commission Meeting 6:30 pm/Council Chambers
- December 23, 2024 – City Council Meeting 7:00 p.m./Council Chambers
- December 24, 2024 – Christmas Eve Office Closed
- December 25, 2024 – Christmas Day Office Closed
- December 31, 2024 – New Year’s Eve Office Closed