

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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“The Island City”

AGENDA

DDA/TIFA/BRA

City Hall Council Chambers

November 14, 2017

7:30 AM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll Call**
- 4. Approval of Minutes/Summary – 10/10/17 Meeting Minutes**
- 5. General Public**
- 6. Chairman’s Report**

- 7. BRA Action Items**
 - A. Accounts Payable for October of \$2,609.14

- 8. DDA Action Items**
 - A. Accounts Payable for October of \$888.10

- 9. TIFA Action Items**
 - A. Accounts Payable for October of \$807.83

- 10. Communications:** 9/25/17 and 10/09/17 Council Minutes. Also the Financial Report/Summary as of 10/31/17.
- 11. Public Comments**
- 12. Staff Comments**
- 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:
October 10, 2017

1. Call to Order - Meeting called to order at 7:32 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call
Members Present: Jim Turley, Paul Rizzo, Zelda Schippers, Nick Larabel, Erik Wilson, EJ Hart, Adam Hopkins
Excused: Mayor Rick Brooks, Tracee Dunlop
4. Approval of Minutes of 09/12//2017 minutes
5. General Public: Barb Bechtel
6. Chairman's Report: None
7. BRA Action Items
 - A. **Motion to accept accounts payable for September of \$6,016.39 was made by Rizzo and seconded by Turley. Motion carried.**
8. DDA Action Items
 - A. **Motion to accept accounts payable for September of \$1,591.06 was made by Larabel and seconded by Turley. Motion carried.**
9. TIFA Action Items
 - A. **Motion to accept accounts payable for August of \$1,519.89 was made by Hart and seconded by Larable. Motion carried.**
10. Communications:

8/14/17, 8/28/17, and 9/11/2017 Council Minutes. Also the Financial report/summary as of 09/31/17 was approved and placed on file.
11. Public Comments: Barb Bechtel (Barbed Wire Café) requested that someone look at the traffic in the alleyway that runs between Campbell's and Design Street, from W. Bridge to W. Chart St. concerned cars are traveling too fast in that alleyway. City Manager Wilson asked her to send him a formal request and he will have Public Safety look into the situation.
12. Staff Comments: Siegel commented on Scarecrow Stroll, Pumpkins in the Park, Arts and Eats, and Downtown Trick or Treating. Also mentioned the Ribbon Cutting for Beltone Hearing on Thurs. Oct. 12 at 4 p.m. located 131 S. Main St. Ste. 3.
City Manager, Wilson reported on the progress and issues with Sweetwater are that we are under a very tight timeline with the paving of N. Prince St.
13. Member Comments: Turley has requested that we continue to look into changing the parking in the back lot west of N. Main St. and north of E. Bridge St. to angle parking.

Adjournment: A Motion by Hart supported by Rizzo to adjourn the meeting at 8:08 a.m. was made and passed.

Submitted by Denise Siegel, Community Development Manager

11/09/2017

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 10/01/2017 - 10/31/2017
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 443 - BRA					
OPERATIONS					
443-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	NOVEMBER 2017 HEALTH IN PREMS	604.13	11527
443-000-743.000	Uniforms	CONTINENTAL LINEN	2017-09 DPW RUGS/UNIFORMS/MISC	3.80	11514
443-000-801.013	Professional Services - Attorney	DICKINSON WRIGHT PLLC	AUGUST 2017 LEGAL SERVICES	1,425.00	11468
443-000-801.030	Professional Services - Audit	SIEGFRIED CRANDALL PC	AUDIT SERVICES FOR JUNE 30, 2017	352.52	11486
443-000-930.000	Repairs and Maint.-Land & Bldg	WILLIAMS & WORKS	SWEETWATERS	62.25	11523
443-000-930.015	Admin. Services - Accounting	EFFICIENTGOV	ANNUAL GRANT ADVRTSG 2017-2018	158.14	11478
443-000-930.050	Computer Services	CLARK TECH. SERVICES	SEPT 2017 SUPPORT	3.30	11504
		Total For OPERATIONS		<u>2,609.14</u>	
		Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY - BRA		<u>2,609.14</u>	
Fund Totals:					
			Fund 443 - BRA	2,609.14	
			Total For All Funds:	<u>2,609.14</u>	

11/09/2017

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 10/01/2017 - 10/31/2017
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DDA					
OPERATIONS					
494-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	NOVEMBER 2017 HEALTH INSURANCE PREMIUMS	273.67	11527
494-000-801.030	Professional Services - Audit	SIEGFRIED CRANDALL PC	AUDIT SERVICES FOR JUNE 30, 2017	66.78	11486
494-000-900.000	Printing and Publishing	KAECHELE PUBLICATIONS INC	DDA ADS SEPT 2017	70.00	11444
494-000-930.000	Repairs and Maint-Land & Bldg	PLUMBER'S PORTABLE TOILETS	9/12/17 - 10/10/17 FARMERS MARKET	80.00	11505
494-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	SEPT 2017 SUPPORT	3.30	11504
494-000-956.000	Miscellaneous	EFFICIENTGOV	ANNUAL GRANT ADVERTISING 2017-2018	158.12	11478
494-000-956.000	Miscellaneous	WAL-MART #2061	Scarecrow Contest	(17.81)	1176
494-000-956.000	Miscellaneous	WAL-MART #2061	Scarecrow Contest	17.15	1176
494-000-956.021	Special Events	JONS TO GO PORTABLE RESTROOM	2017 RESTROOM FOR PUMPKINS IN THE PARK	98.00	11522
494-000-956.021	Special Events	B & C TROPHY	Scarecrow Plaque	23.00	1176
494-000-957.022	DDA Farmers Market Expense	BANNERS ON THE CHEAP	Banner	72.90	1176
494-000-957.022	DDA Farmers Market Expense	MEIJER INC #191	Halloween Candy	17.99	1176
494-000-957.022	DDA Farmers Market Expense	WHOFISH MEDIA	Indoor Farmers Market Promo	25.00	1176
		Total For Dept 000 OPERATIONS		888.10	
		Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA		888.10	
		Fund Totals:			
			Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY	888.10	
			Total For All Funds:	888.10	

11/09/2017

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 10/01/2017 - 10/31/2017
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 450 TIFA					
OPERATIONS					
450-000-715.010	Health Ins Prem	PRIORITY HEALTH	NOVEMBER 2017 HEALTH INS PREMIUMS	579.61	11527
450-000-801.030	Profes Srvcs - Audit	SIEGFRIED CRANDALL PC	AUDIT SERVICES FOR JUNE 30, 2017	66.78	11486
450-000-930.015	Admin Services - Acctg	EFFICIENTGOV	ANNUAL GRANT ADVERTISING 2017-2018	158.14	11478
450-000-930.050	Computer Services	CLARK TECH. SERVICES	SEPT 2017 SUPPORT	3.30	11504
		Total For Dept		807.83	
		Total For Fund 450 INDUSTRIAL PARK TIFA		807.83	
		Fund Totals:			
			Fund 450 INDUSTRIAL PARK TIFA	807.83	
			Total For All Funds:	807.83	

MINUTES
Plainwell City Council
September 25, 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, Mayor Pro-Tem Steele, Councilman Keeler, Councilman Overhuel and Councilman 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 09/11/2017 regular meeting. On voice vote, all voted in favor. Motion passed.
6. General Public Comments: None
7. County Commissioner Report / Presentations: None.
8. Agenda Amendments: None.
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Community Development Manager Siegel reported to Council about the volunteer efforts to put on the Fall Festival, which includes Pumpkins in the Park, Arts & Eats and a bevy of activities on that Saturday in October. This annual event is well attended.
A motion by Steele, seconded by Keeler, to approve Special Event Permit 2017-10 – Fall Festival (Pumpkins in the Park). On a voice vote, all in favor. Motion passed.
 - B. Superintendent Pond reported the need to replace the organic mulch in the Water Renewal Bio-Filter. The mulch will be coming directly from the Renewed Earth facility near Otsego and spread with specialized conveyers.
A motion by Keeler, seconded by Keeney, to approve the project with Superior Ground Cover Inc. to install and spread organic mulch at the Water Renewal Plant for a total project cost of \$5,312.00. On a roll-call vote, all in favor. Motion passed.
11. Communications:
 - A. **A motion by Steele, seconded by Overhuel, to accept and place on file the August 6, 2017 Planning Commission Minutes. 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 \$51,238.62 for payment of same. On a roll call vote, all in favor. Motion passed.
13. Public Comments
None.
14. Staff Comments

Superintendent Pond reporting new painting at all of the tanks, using summer help.

Superintendent Updike updated Council on the timing of the paving project and that Renewed Earth is taking some of the leaves at the DPW facility for use in its operations.

Community Development Siegel briefed Council on the redevelopment of the city's website, which is slated to go-live on November 10. She also noted that the new Industrial Park Help-Wanted Sign is up and looks great. She noted several upcoming events including the Scarecrow Stroll Contest.

Director Bomar reported on the department's participation on 40 fire and lockdown drills during the school year at all of the Plainwell Community School buildings within the city limits. He also noted several upcoming projects.

Clerk/Treasurer Kelley reported that the auditors are nearing completion of the June 2017 financial statements.

15. Council Comments: None.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:17 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
Clerk/Treasurer

MINUTES
Plainwell City Council
October 09, 2017

1. Mayor pro tem Steele called the regular meeting to order at 7:02 PM in City Hall Council Chambers.
2. Scott Smail of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Pro-Tem Steele, Councilman Keeler, Councilman Overhuel and Absent: Councilman Keeney and Mayor Brooks
5. Approval of Minutes/Summary:
A motion by Overhuel, seconded by Keeler, to accept and place on file the Council Minutes and Summary of the 09/25/2017 regular meeting. On voice vote, all voted in favor. Motion passed.
6. General Public Comments: None
7. County Commissioner Report / Presentations: None.
8. Agenda Amendments: None.
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Community Development Manager Siegel reported to Council about the volunteer efforts to put on the annual Tree Lighting and Holiday Parade, on Friday, December 1 and Sat. December 2. These annual events are well attended.
A motion by Keeler, seconded by Overhuel, to approve Special Event Permit 2017-13 – Tree Lighting/Holiday Parade. On a voice vote, all in favor. Motion passed.
 - B. City Manager, Wilson spoke to Council regarding adoption to renew the franchise agreement with Charter Communications and allow the City Manager to execute all related documents.
A motion by Overhuel, seconded by Keeler, to approve the renewal of the franchise agreement with Charter Communications and allow the City Manager to execute related documents. On a roll-call vote, all in favor. Motion passed.
 - C. City Manager, Wilson spoke to Council regarding the bid of \$16,500 to add 2,452 sq. ft. of 4" sidewalk on N. Anderson.
A motion by Keeler, seconded by Overhuel, to approve the \$16,500 for the addition of 2,452 sq. ft. of 4" sidewalk along N. Anderson St. On a roll-call vote, all in favor. Motion Passed.
 - D. City Manager, Wilson spoke to Council regarding approving the Russet Street pavement patch from Wyoming Asphalt & Paving Inc. for \$3,775.00.
A motion by Overhuel, seconded by Keeler, to approve the Russet Street pavement patch by Wyoming Asphalt & Paving in the amount of \$3,775.00. On a roll-call vote, all in favor. Motion Passed.
11. Communications:
 - A. **A motion by Keeler, seconded by Overhuel, to accept and place on file the August 2017 Public Safety Report, the September 2017 Investment and Fund Balance Reports, the**

Draft, 9/12/2017 DDA-BRA-TIFA Minutes. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Keeler, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$95,995.57 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments

None.

14. Staff Comments

Superintendent Pond reporting

Community Development Siegel briefed Council on upcoming events including the Scarecrow Stroll Contest, Pumpkin in the Park and Arts and Eats all scheduled for Sat. Oct. 21. Siegel also announced the Ribbon Cutting for Beltone Hearing is scheduled for Thursday, Oct. 12 at 131 S. Main St. Ste 3 at 4 p.m.

Director Bomar reported on the new radios for the department with a go live date of November 1. He also commented on pistols that were purchased two years ago have all been recalled and new pistols are on order for replacement of the recalled pistols.

15. Council Comments: None.

16. Adjournment:

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

Minutes respectfully

Submitted by,

Denise Siegel

Community Development Manager

PERIOD ENDING 10/31/2017

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2017 NORMAL (ABNORMAL)	MONTH 10/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
443-000-402.040	Captured Tax - AdVal Real - City Tax	2,205.00	2,192.19	0.00	12.81	99.42
443-000-402.041	Captured Tax - AdVal Real - Library	264.00	262.57	0.00	1.43	99.46
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	174.00	173.99	0.00	0.01	99.99
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	174.00	173.99	0.00	0.01	99.99
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	226.00	226.18	0.00	(0.18)	100.08
443-000-402.047	Captured DDA-SCHOOL	4,732.00	1,322.34	0.00	3,409.66	27.94
443-000-402.048	Captured Tax - AdVal Real - County (All)	1,059.00	803.57	0.00	255.43	75.88
443-000-402.060	Captured Tax - AdVal Pers - City	588.00	584.61	0.00	3.39	99.42
443-000-402.061	Captured Tax - AdVal Pers - Library	70.00	70.02	0.00	(0.02)	100.03
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	46.00	46.40	0.00	(0.40)	100.87
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	46.00	46.40	0.00	(0.40)	100.87
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	60.00	60.32	0.00	(0.32)	100.53
443-000-402.065	Captured Tax - AdVal Pers - County (All)	282.00	214.29	0.00	67.71	75.99
443-000-505.000	Federal Grant	65,000.00	0.00	0.00	65,000.00	0.00
443-000-664.020	Interest Earned - Investments	0.00	193.50	125.51	(193.50)	100.00
443-000-673.000	Sale of Fixed Assets - Land	88,000.00	122,250.75	0.00	(34,250.75)	138.92
443-000-676.080	Interfund Transfer In - Capital Improve	67,500.00	22,500.00	5,625.00	45,000.00	33.33
443-000-694.000	Miscellaneous Revenue	0.00	650.00	0.00	(650.00)	100.00
TOTAL REVENUES		230,426.00	151,771.12	5,750.51	78,654.88	65.87
Expenditures						
443-000-703.000	Salaries/Wages - Full Time Employees	33,204.00	8,294.45	2,071.53	24,909.55	24.98
443-000-706.000	Wages - Part Time Employees	1,068.00	74.83	3.81	993.17	7.01
443-000-713.000	Other Post Employment Benefits	657.00	219.00	54.75	438.00	33.33
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,483.00	597.57	147.75	1,885.43	24.07
443-000-715.010	Health Insurance Premiums	5,730.00	2,512.05	435.48	3,217.95	43.84
443-000-715.012	Health Insurance - FSA - Employer Paid	25.00	8.00	2.20	17.00	32.00
443-000-715.013	Health Insurance - HSA - Employer Paid	1,920.00	1,920.00	0.00	0.00	100.00
443-000-715.015	Life Insurance	34.00	11.20	0.00	22.80	32.94
443-000-718.000	Retirement Benefits	2,873.00	737.44	182.35	2,135.56	25.67
443-000-724.000	Medical Insurance Opt Out	108.00	32.17	9.01	75.83	29.79
443-000-743.000	Uniforms	50.00	11.40	3.80	38.60	22.80
443-000-775.000	Supplies - Repairs and Maintenance	100.00	0.00	0.00	100.00	0.00
443-000-801.000	Engineering Services	0.00	508.75	62.25	(508.75)	100.00
443-000-801.013	Professional Services - Attorney	5,000.00	8,388.50	1,425.00	(3,388.50)	167.77
443-000-801.030	Professional Services - Audit	488.00	352.52	352.52	135.48	72.24
443-000-830.000	Contractual Reimbursement CRA Activities	7,445.00	4,632.65	0.00	2,812.35	62.22
443-000-910.000	Liability Insurance	4,679.00	4,555.97	0.00	123.03	97.37
443-000-910.010	Workers Comp Insurance	399.00	383.80	0.00	15.20	96.19
443-000-930.000	Repairs and Maintenance-Land & Building	14,850.00	406.92	0.00	14,443.08	2.74
443-000-930.015	Administrative Services - Accounting	0.00	116.25	116.25	(116.25)	100.00
443-000-930.050	Computer Services	50.00	4.13	3.30	45.87	8.26
443-000-940.000	Rentals - Equipment	450.00	685.65	0.00	(235.65)	152.37
443-000-956.000	Miscellaneous	0.00	41.89	41.89	(41.89)	100.00
443-908-991.000	Principal Payment - Interfund Loans	14,636.00	4,878.68	1,219.67	9,757.32	33.33
443-908-995.000	Interest Payment - Interfund Loans	1,939.00	646.32	161.58	1,292.68	33.33
443-970-972.000	Contracted Services	153,000.00	0.00	0.00	153,000.00	0.00
TOTAL EXPENDITURES		251,188.00	40,020.14	6,293.14	211,167.86	15.93

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 10/31/2017

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	10/31/2017 (ABNORMAL)	MONTH 10/31/2017	INCREASE (DECREASE)	NORMAL (ABNORMAL)	BALANCE	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA									
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:									
	TOTAL REVENUES	230,426.00		151,771.12		5,750.51		78,654.88	65.87
	TOTAL EXPENDITURES	251,188.00		40,020.14		6,293.14		211,167.86	15.93
	NET OF REVENUES & EXPENDITURES	(20,762.00)		111,750.98		(542.63)		(132,512.98)	538.25

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 10/31/2017

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2017 (NORMAL (ABNORMAL))	MONTH 10/31/2017 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
450-000-569.000	Local Grants	54,600.00	0.00	0.00	54,600.00	0.00
450-000-664.020	Interest Earned - Investments	50.00	34.09	5.44	15.91	68.18
TOTAL REVENUES		54,650.00	34.09	5.44	54,615.91	0.06
Expenditures						
450-000-703.000	Salaries/Wages - Full Time Employees	29,299.00	8,505.47	2,241.32	20,793.53	29.03
450-000-706.000	Wages - Part Time Employees	0.00	467.24	125.36	(467.24)	100.00
450-000-706.005	Wages - Part Time Seasonal Employees	0.00	130.00	0.00	(130.00)	100.00
450-000-713.000	Other Post Employment Benefits	158.00	52.68	13.17	105.32	33.34
450-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,093.00	618.82	160.49	1,474.18	29.57
450-000-715.010	Health Insurance Premiums	5,480.00	2,362.44	416.89	3,117.56	43.11
450-000-715.012	Health Insurance - FSA - Employer Paid	77.00	23.75	6.44	53.25	30.84
450-000-715.013	Health Insurance - HSA - Employer Paid	2,256.00	2,256.00	0.00	0.00	100.00
450-000-715.015	Life Insurance	11.00	3.20	0.00	7.80	29.09
450-000-718.000	Retirement Benefits	1,143.00	331.40	87.64	811.60	28.99
450-000-724.000	Medical Insurance Opt Out	20.00	5.93	1.66	14.07	29.65
450-000-801.013	Professional Services - Attorney	500.00	0.00	0.00	500.00	0.00
450-000-801.030	Professional Services - Audit	92.00	66.78	66.78	25.22	72.59
450-000-910.000	Liability Insurance	372.00	362.21	0.00	9.79	97.37
450-000-910.010	Workers Comp Insurance	249.00	239.51	0.00	9.49	96.19
450-000-930.000	Repairs and Maintenance-Land & Building	1,000.00	835.00	0.00	165.00	83.50
450-000-930.015	Administrative Services - Accounting	0.00	116.25	116.25	(116.25)	100.00
450-000-930.050	Computer Services	50.00	4.13	3.30	45.87	8.26
450-000-940.000	Rentals - Equipment	1,500.00	1,233.55	167.88	266.45	82.24
450-000-956.000	Miscellaneous	600.00	66.89	41.89	533.11	11.15
TOTAL EXPENDITURES		44,900.00	17,681.25	3,449.07	27,218.75	39.38
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		54,650.00	34.09	5.44	54,615.91	0.06
TOTAL EXPENDITURES		44,900.00	17,681.25	3,449.07	27,218.75	39.38
NET OF REVENUES & EXPENDITURES		9,750.00	(17,647.16)	(3,443.63)	27,397.16	181.00

PERIOD ENDING 10/31/2017

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2017 (NORMAL (ABNORMAL))	MONTH 10/31/2017 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
494-000-402.030	Captured DDA-CITY	15,041.00	14,953.74	0.00	87.26	99.42
494-000-402.031	Captured DDA-LIBRARY	1,797.00	1,790.76	0.00	6.24	99.65
494-000-402.032	Captured DDA-Capital Impr	1,187.00	1,186.52	0.00	0.48	99.96
494-000-402.033	Capture DDA-Fire Reserve	1,187.00	1,186.52	0.00	0.48	99.96
494-000-402.034	Capture-DDA-Solid Waste	1,542.00	1,542.58	0.00	(0.58)	100.04
494-000-402.045	Captured DDA-COUNTY	7,219.00	5,481.18	0.00	1,737.82	75.93
494-000-402.060	Captured Tax - AdVal Pers - City	2,653.00	2,637.59	0.00	15.41	99.42
494-000-402.061	Captured Tax - AdVal Pers - Library	317.00	315.84	0.00	1.16	99.63
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	209.00	209.35	0.00	(0.35)	100.17
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	209.00	209.35	0.00	(0.35)	100.17
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	272.00	272.15	0.00	(0.15)	100.06
494-000-402.065	Captured Tax - AdVal Pers - County (All)	1,273.00	966.77	0.00	306.23	75.94
494-000-569.000	Local Grants	5,600.00	0.00	0.00	5,600.00	0.00
494-000-664.020	Interest Earned - Investments	15.00	33.28	7.15	(18.28)	221.87
494-000-694.000	Miscellaneous Revenue	1,500.00	313.00	0.00	1,187.00	20.87
494-000-694.022	DDA - Farmers Market Entry Fee	3,500.00	1,735.00	1,060.00	1,765.00	49.57
494-000-694.025	DDA - Sale of Merchandise	1,000.00	60.00	60.00	940.00	6.00
494-000-694.026	DDA - Special Event Revenues	1,000.00	100.00	100.00	900.00	10.00
494-000-694.036	DDA Donations - Movies in the Park	400.00	0.00	0.00	400.00	0.00
TOTAL REVENUES		45,921.00	32,993.63	1,227.15	12,927.37	71.85
Expenditures						
494-000-703.000	Salaries/Wages - Full Time Employees	13,833.00	4,175.95	1,152.70	9,657.05	30.19
494-000-706.000	Wages - Part Time Employees	750.00	982.84	268.80	(232.84)	131.05
494-000-706.005	Wages - Part Time Seasonal Employees	0.00	10.00	0.00	(10.00)	100.00
494-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,040.00	348.82	96.15	691.18	33.54
494-000-715.010	Health Insurance Premiums	2,556.00	1,103.31	191.42	1,452.69	43.17
494-000-715.013	Health Insurance - HSA - Employer Paid	1,392.00	1,392.00	0.00	0.00	100.00
494-000-718.000	Retirement Benefits	0.00	5.83	5.83	(5.83)	100.00
494-000-775.000	Supplies - Repairs and Maintenance	1,000.00	0.00	0.00	1,000.00	0.00
494-000-801.030	Professional Services - Audit	92.00	66.78	66.78	25.22	72.59
494-000-900.000	Printing and Publishing	2,500.00	385.00	70.00	2,115.00	15.40
494-000-910.000	Liability Insurance	479.00	466.41	0.00	12.59	97.37
494-000-910.010	Workers Comp Insurance	84.00	80.80	0.00	3.20	96.19
494-000-930.000	Repairs and Maintenance-Land & Building	500.00	180.00	80.00	320.00	36.00
494-000-930.050	Computer Services	50.00	4.96	3.30	45.04	9.92
494-000-940.000	Rentals - Equipment	250.00	65.60	32.80	184.40	26.24
494-000-956.000	Miscellaneous	0.00	378.31	157.46	(378.31)	100.00
494-000-956.021	Special Events	1,200.00	121.00	121.00	1,079.00	10.08
494-000-957.022	DDA Farmers Market Expense	700.00	293.50	115.89	406.50	41.93
494-000-957.025	DDA Christmas Ornament Costs	800.00	757.59	0.00	42.41	94.70
494-000-957.036	DDA Movies in the Park	2,200.00	2,374.50	0.00	(174.50)	107.93
494-000-960.000	Education & Training - Professional	100.00	0.00	0.00	100.00	0.00
494-000-962.000	Memberships & Dues	3,100.00	0.00	0.00	3,100.00	0.00
494-908-991.000	Principal Payment - Interfund Loans	11,436.00	3,812.00	953.00	7,624.00	33.33
494-908-995.000	Interest Payment - Interfund Loans	825.00	275.00	68.75	550.00	33.33
TOTAL EXPENDITURES		44,887.00	17,280.20	3,383.88	27,606.80	38.50

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 10/31/2017

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGD USED
		AMENDED BUDGET	NORMAL	10/31/2017 (ABNORMAL)	MONTH 10/31/2017 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA									
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:									
TOTAL REVENUES		45,921.00		32,993.63		1,227.15		12,927.37	71.85
TOTAL EXPENDITURES		44,887.00		17,280.20		3,383.88		27,606.80	38.50
NET OF REVENUES & EXPENDITURES		1,034.00		15,713.43		(2,156.73)		(14,679.43)	1,519.67
TOTAL REVENUES - ALL FUNDS		330,997.00		184,798.84		6,983.10		146,198.16	55.83
TOTAL EXPENDITURES - ALL FUNDS		340,975.00		74,981.59		13,126.09		265,993.41	21.99
NET OF REVENUES & EXPENDITURES		(9,978.00)		109,817.25		(6,142.99)		(119,795.25)	1,100.59

PERIOD ENDING 10/31/2017

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2017 NORMAL (ABNORMAL)	MONTH 10/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
443-000-402.040	Captured Tax - AdVal Real - City Tax	2,205.00	2,192.19	0.00	12.81	99.42
443-000-402.041	Captured Tax - AdVal Real - Library	264.00	262.57	0.00	1.43	99.46
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	174.00	173.99	0.00	0.01	99.99
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	174.00	173.99	0.00	0.01	99.99
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	226.00	226.18	0.00	(0.18)	100.08
443-000-402.047	Captured DDA-SCHOOL	4,732.00	1,322.34	0.00	3,409.66	27.94
443-000-402.048	Captured Tax - AdVal Real - County (All)	1,059.00	803.57	0.00	255.43	75.88
443-000-402.060	Captured Tax - AdVal Pers - City	588.00	584.61	0.00	3.39	99.42
443-000-402.061	Captured Tax - AdVal Pers - Library	70.00	70.02	0.00	(0.02)	100.03
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	46.00	46.40	0.00	(0.40)	100.87
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	46.00	46.40	0.00	(0.40)	100.87
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	60.00	60.32	0.00	(0.32)	100.53
443-000-402.065	Captured Tax - AdVal Pers - County (All)	282.00	214.29	0.00	67.71	75.99
443-000-505.000	Federal Grant	65,000.00	0.00	0.00	65,000.00	0.00
443-000-664.020	Interest Earned - Investments	0.00	193.50	125.51	(193.50)	100.00
443-000-673.000	Sale of Fixed Assets - Land	88,000.00	122,250.75	0.00	(34,250.75)	138.92
443-000-676.080	Interfund Transfer In - Capital Improve	67,500.00	22,500.00	5,625.00	45,000.00	33.33
443-000-694.000	Miscellaneous Revenue	0.00	650.00	0.00	(650.00)	100.00
TOTAL REVENUES		230,426.00	151,771.12	5,750.51	78,654.88	65.87
Expenditures						
000	OPERATIONS	81,613.00	34,495.14	4,911.89	47,117.86	42.27
908	DEBT SERVICE	16,575.00	5,525.00	1,381.25	11,050.00	33.33
970	CAPITAL OUTLAY	153,000.00	0.00	0.00	153,000.00	0.00
TOTAL EXPENDITURES		251,188.00	40,020.14	6,293.14	211,167.86	15.93
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		230,426.00	151,771.12	5,750.51	78,654.88	65.87
TOTAL EXPENDITURES		251,188.00	40,020.14	6,293.14	211,167.86	15.93
NET OF REVENUES & EXPENDITURES		(20,762.00)	111,750.98	(542.63)	(132,512.98)	538.25

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 10/31/2017
 % Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2017-18	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	10/31/2017 NORMAL (ABNORMAL)	MONTH 10/31/2017 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
450-000-569.000	Local Grants	54,600.00	0.00	0.00	54,600.00	0.00
450-000-664.020	Interest Earned - Investments	50.00	34.09	5.44	15.91	68.18
TOTAL REVENUES		54,650.00	34.09	5.44	54,615.91	0.06
Expenditures						
000	OPERATIONS	44,900.00	17,681.25	3,449.07	27,218.75	39.38
TOTAL EXPENDITURES		44,900.00	17,681.25	3,449.07	27,218.75	39.38
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		54,650.00	34.09	5.44	54,615.91	0.06
TOTAL EXPENDITURES		44,900.00	17,681.25	3,449.07	27,218.75	39.38
NET OF REVENUES & EXPENDITURES		9,750.00	(17,647.16)	(3,443.63)	27,397.16	181.00

PERIOD ENDING 10/31/2017

% Fiscal Year Completed: 33.70

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

GL NUMBER	DESCRIPTION	2017-18		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	10/31/2017 (ABNORMAL)	MONTH 10/31/2017 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA									
Revenues									
494-000-402.030	Captured DDA-CITY	15,041.00		14,953.74		0.00		87.26	99.42
494-000-402.031	Captured DDA-LIBRARY	1,797.00		1,790.76		0.00		6.24	99.65
494-000-402.032	Captured DDA-Capital Impr	1,187.00		1,186.52		0.00		0.48	99.96
494-000-402.033	Capture DDA-Fire Reserve	1,187.00		1,186.52		0.00		0.48	99.96
494-000-402.034	Capture-DDA-Solid Waste	1,542.00		1,542.58		0.00		(0.58)	100.04
494-000-402.045	Captured DDA-COUNTY	7,219.00		5,481.18		0.00		1,737.82	75.93
494-000-402.060	Captured Tax - AdVal Pers - City	2,653.00		2,637.59		0.00		15.41	99.42
494-000-402.061	Captured Tax - AdVal Pers - Library	317.00		315.84		0.00		1.16	99.63
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	209.00		209.35		0.00		(0.35)	100.17
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	209.00		209.35		0.00		(0.35)	100.17
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	272.00		272.15		0.00		(0.15)	100.06
494-000-402.065	Captured Tax - AdVal Pers - County (All)	1,273.00		966.77		0.00		306.23	75.94
494-000-569.000	Local Grants	5,600.00		0.00		0.00		5,600.00	0.00
494-000-664.020	Interest Earned - Investments	15.00		33.28		7.15		(18.28)	221.87
494-000-694.000	Miscellaneous Revenue	1,500.00		313.00		0.00		1,187.00	20.87
494-000-694.022	DDA - Farmers Market Entry Fee	3,500.00		1,735.00		1,060.00		1,765.00	49.57
494-000-694.025	DDA - Sale of Merchandise	1,000.00		60.00		60.00		940.00	6.00
494-000-694.026	DDA - Special Event Revenues	1,000.00		100.00		100.00		900.00	10.00
494-000-694.036	DDA Donations - Movies in the Park	400.00		0.00		0.00		400.00	0.00
TOTAL REVENUES		45,921.00		32,993.63		1,227.15		12,927.37	71.85
Expenditures									
000	OPERATIONS	32,626.00		13,193.20		2,362.13		19,432.80	40.44
908	DEBT SERVICE	12,261.00		4,087.00		1,021.75		8,174.00	33.33
TOTAL EXPENDITURES		44,887.00		17,280.20		3,383.88		27,606.80	38.50
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:									
TOTAL REVENUES		45,921.00		32,993.63		1,227.15		12,927.37	71.85
TOTAL EXPENDITURES		44,887.00		17,280.20		3,383.88		27,606.80	38.50
NET OF REVENUES & EXPENDITURES		1,034.00		15,713.43		(2,156.73)		(14,679.43)	1,519.67
TOTAL REVENUES - ALL FUNDS									
TOTAL REVENUES - ALL FUNDS		330,997.00		184,798.84		6,983.10		146,198.16	55.83
TOTAL EXPENDITURES - ALL FUNDS									
TOTAL EXPENDITURES - ALL FUNDS		340,975.00		74,981.59		13,126.09		265,993.41	21.99
NET OF REVENUES & EXPENDITURES		(9,978.00)		109,817.25		(6,142.99)		(119,795.25)	1,100.59

AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for October in the amount of \$2,609.14

8. **DDA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for October in the amount of \$888.10

9. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for October in the amount of \$807.83