

City of Plainwell

Nick Larabel
Paul Rizzo
Adam Hopkins
Jim Turley
Angela Ridgway
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
February 11, 2025 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary –01/14/2025**
5. **General Public**
6. **Chairman’s Report**

7. **BRA Action Items**
 - A. Updates on Mill Property developers
 - B. Accounts Payable for January of \$6,015.14

8. **DDA Action Items**
 - A. Downtown Clock Renovation Clarification
 - B. RFP Draft Architectural Designs for Hicks Park & Plaza
 - C. Accounts Payable for January of \$653.54

9. **TIFA Action Items**
 - A. Accounts Payable for January of \$1,972.77

10. **Communications:** 12/23/24 & 1/13/25 Council Meeting Minutes. Also, the Financial Report/ Summary as of 1/31/2025
11. **Public Comments**
12. **Staff Comments:**
13. **Member Comments**
14. **Adjournment**

The Island City

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

02/03/2025 10:26 AM
User: ROXANNE
DB: Plainwell

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 01/01/2025 - 01/31/2025
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	JANUARY 2025 DENTAL/VISION	22.99	28321
243-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	JANUARY 2025 HEALTH INSURANCE	254.92	28323
243-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSURANCE	JANUARY 2025 LIFE INSURANCE	3.23	28322
243-443-775.000	Supplies - Repairs and Maintenance	RATHCO SAFETY SUPPLY INC	DDA - CORRECTED OVERNIGHT	384.00	28402
243-443-931.000	EGLA CLOSEOUT REPORT	FISHBECK, THOMPSON, CARR & ADMIN	- EGLA BROWNFIELD CI	5,000.00	28354
243-443-931.000	Equipment Repair & Maintenance	GREAT LAKES ELEVATOR, LLC	MILL FREIGHT ELEVATOR 1ST	350.00	28375
Total For Dept 443 PUBLIC				6,015.14	
Total For Fund 243 BROWNFI				6,015.14	

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Fund Totals:

Fund 243 BROWNFIELD REDEVE	6,015.14
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6,015.14

Clock Questions and Clarifications – The Verdin Company

These are package deals, items are not sold separately

Difference between Mechanical/Combination Mechanical and Cosmetic vs New Clock

- The combo renovation would be installing the outlined equipment into the existing clock structure. Essentially replacing all of the mechanical components along with the dial covers, bezels, and upgrading the LED backlighting.
- A new clock would be manufacturing an entirely new piece out of cast aluminum with updated equipment.

What is the Primary cost difference for the Mechanical vs the combo renovation

- The mechanical only includes **“internal”** components such as the new timepiece, dial gears, hands, Master Clock Controller, junction box and related equipment, installed for \$6,690
- The combination would be the mechanical components plus new upgraded LED’s, four lexan covers with bezels (the covers for the dial faces), and the additional installation that would be needed for this work on site for an additional \$4,090 for a total combination renovation cost of \$10,780.

Mechanical Renovation - \$6,690 / Combination \$10,780

Timeline for New Clock

- Order timing for a new clock is mainly tied up with production time. From the time an order is signed, deposit is received, and shop drawings are approved is **approximately 100 days** till the clock is ready to ship. As the production process nears completion, our staff will be in contact to coordinate an installation.
- **Side Note:** City may also elect to self-install for a cost savings of approximately \$1,500 further narrowing the difference. If we choose to do this:
 - a new clock foundation and wiring diagrams will be provided and must be up to date for the existing location. Our clock designs have not entirely changed but in 33 years it’s recommend confirming the bolt pattern and wiring with your local contractors/maintenance team to ensure a new clock will fit the location.

New Clock Cost - \$17,726

Timeline for Renovation/Combo

Once a signed agreement and payment are received it’s approximately 60-90 days for production and coordination of installation based on our team’s schedule. Renovation installation is typically contained to one day.

**THE CITY OF PLAINWELL
REQUEST FOR PROPOSAL
FOR
ARCHITECTURAL DESIGN SERVICES**

Project #: 2025.01.DDA

The City of Plainwell is seeking a Request for Proposal for Architectural Design Services. This RFP is being initiated to secure the services of a proposal for the design, provide construction documents and construction supervision for projects such as, construction, electrical, gas, and creation of the community space.

The City of Plainwell, Michigan is located directly between Grand Rapids and Kalamazoo off of US-131. The City's population is 3,800. The City of Plainwell Master Plan focuses on creating a place for all residents with placemaking, parks, events, and a strong economic culture. We are looking to develop underutilized areas in our downtown in order to help grow our community, downtown, and amenities for additional growth and development.

PROJECT INITIATION

Objectives for this project are to enhance and create a public space or social hub for residents, visitors, and event goers to enjoy while attending one of many events in the park; also enjoy a space to sit and socialize, have a drink, as it is located within our Social District, and it's a welcoming environment for visitors. Develop/ create new programming and events around the fire pit area. Increase parking and foot traffic in our downtown; and serve as a unique attraction to our already quaint historic downtown.

SCOPE OF SERVICES

Architectural Design services are requested for this work creating community space which includes fire pit, landscaping, and the lending library, plus the angled parking and partial redirection of a two-way street into one-way street. The services would include the programming, schematic design, design development, construction documents, and bidding assistance. The project will be funded through the DDA's Budget and possibly grants.

PROJECT PROPERTY DESCRIPTION

Hicks Park is .79 acres. W. Bridge St. currently has 12 parking spots, recreated into angled parking from Park St. to the alley, also creating this area (approximately 235 ft.) into one way. The plaza (Brooks Plaza) is triangular in shape, with cement flower beds and connects to Hicks Park. Pictures attached.

PROJECT PRE-DESIGN

- Meet with City staff to provide input into project.
- Host one public meeting for input from community members.
- Help define initial budget and construction quality requirements.
- Prepare any materials necessary for the approval for grants and additional funding.
- Work within a defined budget.

SUBMISSION REQUIREMENTS

An initial response to this RFQ must include the following information:

- **Letter of Interest:** Provide a letter (up to 3 pages) identifying the development team and providing a brief description of the team's vision for the site.
- **Concept plans or rendering's** of vision for the site development
- **Development experience/portfolio:** provide short description of past projects similar in nature completed by the development team (up to 10 pages). Include a description of the projects, cost, completion date, and references.
- **Resume** of the firm and lead team members.

Plainwell City staff may seek additional information upon receipt of a proposal. Additionally, these parties reserve the right to refuse or reject any or all proposals, or to abstain from selecting a proposal.

The RFQ and responses should not be considered a legally binding agreement. Upon selection of a qualified team, the city of Plainwell will enter into a development agreement.

SELECTION PROCESS

A Selection Committee composed of the City Manager, Community Development Manager, DPW Superintendent who will evaluate the qualifications. The Selection Committee will forward their recommendation to the BRA DDA TIFA Board for recommendation to the Plainwell City Council for final action on the award and contract.

DEADLINES

RFQ responses must be received by Friday, Feb. 28 at 1:00 p.m. All proposals should be submitted by email in a pdf format to dsiegel@plainwell.org. Additionally, either a paper copy or digital copy on a USB drive shall be sent to the address below. For additional information contact dsiegel@plainwell.org or call 269.685.6821.

City of Plainwell
Attention: Denise Siegel, Community Development Manager
211 N. Main St.
Plainwell, MI 49080



Project Vision Map

- Angled parking W. Bridge St. from Park St. to alley



Brooks Plaza -firepit/lending library, landscaping, utilize for protective barriers along plaza M89 (ex. cement flower pots.)



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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY FUND					
Dept 443 PUBLIC WORKS					
248-443-718.001	Health Insurance Premiums	COPS HEALTH TRUST	JANUARY 2025 DENTAL/VISION	32.21	28321
248-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	JANUARY 2025 HEALTH INSURANCE	427.93	28323
248-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSURANCE	JANUARY 2025 LIFE INSURANCE	1.41	28322
248-443-900.000	Printing and Publishing	SHOPPERS GUIDE INC	DDA - SHOP THE MERRY MILE	190.00	28350
		Total For Dept 443 PUBLIC		651.55	
Dept 775 SPECIAL EVENTS					
248-775-880.021	Advertising	FACEBK	Advertising	1.99	3106
		Total For Dept 775 SPECIAL		1.99	
		Total For Fund 248 DOWNTOWN		653.54	

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Fund Totals:

Fund 248 DOWNTOWN DEVELOPM	653.54
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653.54

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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 01/01/2025 - 01/31/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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	JANUARY 2025 DENTAL/VISION	28.09	28321
247-443-718.001	Health Insurance Premiums	PRIORITY HEALTH	JANUARY 2025 HEALTH INSURANCE	309.48	28323
247-443-725.001	Fringe Benefit - Life Insurance	MADISON NATIONAL LIFE INSURANCE	JANUARY 2025 LIFE INSURANCE	1.70	28322
247-443-930.001	4X8' COVER UP PANELS FOR SIGNWRITER		DDA - COVER UP PANELS HIGHWAY	1,343.00	28431
247-443-930.001	Land & Building Repairs/Manholes	SIGNWRITER	DDA - COVERUPS INDUSTRIAL	290.50	28431
Total For Dept 443 PUBLIC				1,972.77	
Total For Fund 247 TAX INC				1,972.77	

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Fund Totals:

Fund 247 TAX INCREMENT FIN	1,972.77
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	1,972.77

MINUTES
Plainwell City Council
December 23, 2024

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Dan Martin of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Wisnaski, Councilmember Keeney and Councilmember Green. Absent: None
5. Approval of Minutes:
A motion by Steele, seconded by Wisnaski, to amend the 12/09/2024 minutes to reflect that Councilmember Keeney was absent, not Councilmember Wisnaski, and then accept and place on file the amended Council Minutes of the 12/09/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioners Report:
Commission Dugan gave an update of happenings throughout Allegan County.
8. Agenda approval:
A motion by Steele, seconded by Wisnaski, to approve the Agenda for the December 23, 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 stated that he and Community Development Manager Siegel had worked together to create bylaws for the Zoning Board of Appeals, bringing all Boards and Commissions in line with Redevelopment Ready Community standard requirements.
A motion by Steele, seconded by Wisnaski, to adopt the Zoning Board of Appeals bylaws as presented. On a roll call vote, all voted in favor. Motion passed.
 - B. Clerk Leonard discussed the Resolutions 2025-01 through 2025-04. The four Resolutions designate Ordinance Enforcement Officers, Council Meeting dates, Employee Holiday dates and Street Flag dates for 2025.
A motion by Steele, seconded by Green, adopting Resolution 2025-01 - 2025 Ordinance Enforcement Officers, Resolution 2025-02 - 2025 Council Meeting Dates, Resolution 2025-03 - 2025 Employee Holidays and Resolution 2025-04 - 2025 Street Flag Dates as presented. On a roll call vote, all voted in favor. Motion passed.
11. Communications:
A motion by Steele, seconded by Wisnaski, to accept and place on file the November 2024 Department of Public Safety and Water Renewal Monthly Reports, the 11/12/2024 DDA/BRA/TIFA meeting minutes and the 11/14/2024 Parks & Trees meeting minutes. On a voice vote, all voted in favor. Motion passed.
12. Accounts Payable:

MINUTES
Plainwell City Council
December 23, 2024

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$268,304.15 for payment of the same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Clerk Leonard had nothing to report.

City Manager Lakamper discussed that NAPA Auto had been offered and agreed to a different building site location on the Mill property.

15. Council Comments:

Councilmember Keeney asked if there was any information on Spectrum's plans to bury service lines in the Old Orchard. He stated he was happy to be home, and wished everyone a Merry Christmas and Happy New Year.

Councilmember Wisnaski wished everyone a Merry Christmas and Happy New Year.

Mayor Pro-Tem Steele thanked City Staff for their hard work on the Christmas party, sharing that the food was great! She wished everyone a Merry Christmas and Happy New Year.

Councilmember Green wished everyone a Merry Christmas and Happy New Year.

16. Adjournment:

A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 7:20pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL

January 13, 2025



JoAnn Leonard, City Clerk

MINUTES
Plainwell City Council
January 13, 2025

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.
2. Invocation: Given by Steve Smail of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Wisnaski, Councilmember Keeney and Councilmember Green. Absent: None
5. Approval of Minutes:
A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 12/23/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioners Report: None.
8. Agenda approval:
A motion by Steele, seconded by Wisnaski, to approve the Agenda for the January 13, 2025 meeting as presented. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: We have two offers on the remaining 25 acres of property in Industrial Park. One offer is for 15 acres, and the other is for the full 25 acres. We are hoping to work with both.
10. Recommendations and Reports:
 - A. Clerk Leonard discussed Resolution 2025-05. This Resolution updates Poverty Exemption guidelines based on information provided and updated each year by the US Department of Health and Human Services.
A motion by Keeney, seconded by Green, to adopt Resolution 2025-05 - Guidelines for Poverty Exemptions as presented. On a roll call vote, all voted in favor. Motion passed.
 - B. Superintendent Nieuwenhuis discussed the annual road salt purchase through Michigan's MiDeal program. This purchase was approved by Council on June 24th, 2024 as part of an annual blanket confirming and purchase order. At that time, the vendor was unknown. Michigan has chosen Detroit Salt to be this year's supplier.
A motion by Keeney, seconded by Wisnaski, approving the seasonal salt purchase through the Michigan MiDeal program from Detroit Rock salt for \$6,667.00. On a roll call vote, all voted in favor. Motion passed.
 - C. Superintendent Nieuwenhuis discussed the City's water tower. The water tower is about 25 years old, and is due for maintenance and repair. Dixon Engineering has provided a professional service agreement for this project. In the agreement, Phase 1 will consist of Dixon Engineering writing the specifications for the bid process and assisting with the contract and the preconstruction meeting.
A motion by Wisnaski, seconded by Steele, approving a professional services agreement with Dixon Engineering for Phase 1 of the water tower renovation project for a cost of \$11,500.00. On a roll call vote, all voted in favor. Motion passed.
 - D. Director Callahan discussed a purchase agreement with Axon Body Worn Cameras. The agreement requires annual installment payments over a five-year period. This is the third of five total such payments. The City will make the payment, and then submit proof of payment to a grant program awarded through Small Rural Tribal to purchase body cameras. Small Rural Tribal will reimburse the City half of the cost of each installment payment.
A motion by Keeney, seconded by Green, approving the third installment payment to Axon Body Worn Cameras in the amount of \$5,916.45. On a roll call vote, all voted in favor. Motion passed.
11. Communications:
A motion by Steele, seconded by Wisnaski, to accept and place on file the December 2024 Investment and Fund Balance Reports. On a voice vote, all voted in favor. Motion passed.

MINUTES
Plainwell City Council
January 13, 2025

12. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$1,172,207.00 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 complemented the DPW staff, sharing that they are doing a good job plowing and keeping up with the snow.

Community Development Manager Siegel shared that she is preparing for the new year. She is working with a business on a Match on Main grant, which awards up to \$25,000 to downtown business for renovation projects. She reminded everyone about the upcoming Chocolate Stroll.

Assistant Superintendent Keyser stated that a variable frequency drive at the Cushman lift station is being replaced. The new gas detection equipment has been installed, and will be programmed and fully operational in the next week.

Superintendent Pond shared that W Soule will be fabricating several replacement pieces for the grit mitt auger, as the equipment is old enough that OEM parts through the manufacturer are no longer available.

Director Callahan shared that the Shop with a Hero event held on 12/17/2024 was a huge success. About 140 kids were provided with \$175 gift cards from Meijer to shop for the holiday. Police officers, firemen, first responders and teachers worked together to assist Plainwell students shop and wrap their chosen gifts.

Clerk Leonard stated that she had learned about annual poverty exemptions while researching information to create Resolution 2025-05.

City Manager Lakamper mentioned that the tribe had donated a police vehicle to DPS. He shared that Assistant Superintendent Keyser is taking certification classes.

He provided an update on the Mill property. There have been discussions with two interested parties, Union Suites and Allen Edwin Homes. Recently a third group expressed interest, and he will bring further information before Council once all three interested parties have presented their development ideas.

15. Council Comments:

Councilmembers Keeney and Green wished everyone a happy new year.

16. Adjournment:

A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 7:22pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
January 27, 2025


JoAnn Leonard, City Clerk

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 01/31/2025

% Fiscal Year Completed: 58.90

*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	01/31/2025	MONTH 01/31/2025	BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND						
Revenues						
D01	D01 - Taxes	36,967.00	36,989.93	0.00	(22.93)	100.06
D08	D08 - Interest and rentals	0.00	405.04	36.52	(405.04)	100.00
F40.05	F40.05 - Other financing, Transfer In	110,000.00	64,166.69	9,166.67	45,833.31	58.33
TOTAL REVENUES		146,967.00	101,561.66	9,203.19	45,405.34	69.11
Expenditures						
443	PUBLIC WORKS	134,586.00	72,460.19	11,992.61	62,125.81	53.84
905	DEBT SERVICE	16,624.00	9,697.66	1,385.38	6,926.34	58.34
TOTAL EXPENDITURES		151,210.00	82,157.85	13,377.99	69,052.15	54.33
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:						
TOTAL REVENUES		146,967.00	101,561.66	9,203.19	45,405.34	69.11
TOTAL EXPENDITURES		151,210.00	82,157.85	13,377.99	69,052.15	54.33
NET OF REVENUES & EXPENDITURES		(4,243.00)	19,403.81	(4,174.80)	(23,646.81)	457.31

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 01/31/2025

% Fiscal Year Completed: 58.90

*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	01/31/2025 (ABNORMAL)	MONTH 01/31/2025 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND								
Revenues								
D01	D01 - Taxes	31,371.00		28,513.50	(2,603.12)		2,857.50	90.89
D08	D08 - Interest and rentals	3,330.00		7,131.71	1,123.39		(3,801.71)	214.17
D04	D04 - State grants	89,257.00		90,530.02	0.00		(1,273.02)	101.43
TOTAL REVENUES		123,958.00		126,175.23	(1,479.73)		(2,217.23)	101.79
Expenditures								
443	PUBLIC WORKS	52,422.00		30,915.69	6,201.52		21,506.31	58.97
TOTAL EXPENDITURES		52,422.00		30,915.69	6,201.52		21,506.31	58.97
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:								
TOTAL REVENUES		123,958.00		126,175.23	(1,479.73)		(2,217.23)	101.79
TOTAL EXPENDITURES		52,422.00		30,915.69	6,201.52		21,506.31	58.97
NET OF REVENUES & EXPENDITURES		71,536.00		95,259.54	(7,681.25)		(23,723.54)	133.16

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 01/31/2025

% Fiscal Year Completed: 58.90

*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	01/31/2025 (ABNORMAL)	MONTH	01/31/2025 (DECREASE)	NORMAL	BALANCE (ABNORMAL)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND									
Revenues									
D01	D01 - Taxes	87,859.00		87,624.07		0.00		234.93	99.73
D08	D08 - Interest and rentals	2,000.00		4,105.68		574.89		(2,105.68)	205.28
D04	D04 - State grants	7,536.00		7,643.42		0.00		(107.42)	101.43
D06	D06 - Charges for services	6,285.00		7,915.59		20.00		(1,630.59)	125.94
D09.04	D09.04 - Other, Miscellaneous	600.00		660.00		0.00		(60.00)	110.00
TOTAL REVENUES		104,280.00		107,948.76		594.89		(3,668.76)	103.52
Expenditures									
443	PUBLIC WORKS	62,292.00		31,800.23		4,461.42		30,491.77	51.05
775	SPECIAL EVENTS	8,050.00		7,201.47		1.99		848.53	89.46
900	CAPITAL OUTLAY	18,000.00		0.00		0.00		18,000.00	0.00
TOTAL EXPENDITURES		88,342.00		39,001.70		4,463.41		49,340.30	44.15
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:									
TOTAL REVENUES		104,280.00		107,948.76		594.89		(3,668.76)	103.52
TOTAL EXPENDITURES		88,342.00		39,001.70		4,463.41		49,340.30	44.15
NET OF REVENUES & EXPENDITURES		15,938.00		68,947.06		(3,868.52)		(53,009.06)	432.60
TOTAL REVENUES - ALL FUNDS									
		375,205.00		335,685.65		8,318.35		39,519.35	89.47
TOTAL EXPENDITURES - ALL FUNDS									
		291,974.00		152,075.24		24,042.92		139,898.76	52.09
NET OF REVENUES & EXPENDITURES		83,231.00		183,610.41		(15,724.57)		(100,379.41)	220.60

PERIOD ENDING 01/31/2025

% Fiscal Year Completed: 58.90

*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	01/31/2025 (ABNORMAL)	MONTH 01/31/2025 INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND								
Revenues								
243-000-404.040	Captured Tax Real - BR - City Tax	6,793.00		6,792.76	0.00		0.24	100.00
243-000-404.041	Captured Tax Real - BR - Library	1,165.00		1,165.31	0.00		(0.31)	100.03
243-000-404.042	Captured Tax Real - BR - Capital Impr	556.00		555.96	0.00		0.04	99.99
243-000-404.043	Captured Tax Real - BR - Fire Reserve	556.00		555.96	0.00		0.04	99.99
243-000-404.044	Captured Tax Real - BR - Solid Waste	723.00		722.77	0.00		0.23	99.97
243-000-404.047	Captured Tax Real - DDA - School	16,611.00		16,611.27	0.00		(0.27)	100.00
243-000-404.048	Captured Tax Real - BR - County Taxes	3,871.00		3,886.35	0.00		(15.35)	100.40
243-000-413.060	Captured Tax Pers - City Tax	3,327.00		3,326.82	0.00		0.18	99.99
243-000-413.061	Captured Tax Pers - Library	571.00		570.73	0.00		0.27	99.95
243-000-413.062	Captured Tax Pers - Capital Improvement	272.00		272.30	0.00		(0.30)	100.11
243-000-413.063	Captured Tax Pers - Fire Reserve	272.00		272.30	0.00		(0.30)	100.11
243-000-413.064	Captured Tax Pers - Solid Waste	354.00		353.99	0.00		0.01	100.00
243-000-413.065	Captured Tax Pers - County Taxes	1,896.00		1,903.41	0.00		(7.41)	100.39
243-000-665.000	Interest Earnings - Investments	0.00		405.04	36.52		(405.04)	100.00
243-000-699.101	Interfund Transfer In - General Fund	30,000.00		17,500.00	2,500.00		12,500.00	58.33
243-000-699.401	Interfund Transfer In - Cap Improvement	80,000.00		46,666.69	6,666.67		33,333.31	58.33
TOTAL REVENUES		146,967.00		101,561.66	9,203.19		45,405.34	69.11
Expenditures								
243-443-703.000	Salaries/Wages - Full Time Employees	46,328.00		27,377.80	4,958.93		18,950.20	59.10
243-443-704.001	Wages - Part Time Employees	2,485.00		4,600.74	71.14		(2,115.74)	185.14
243-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	3,798.00		2,454.20	388.61		1,343.80	64.62
243-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,680.00		892.50	148.74		787.50	53.13
243-443-716.000	Retirement - Defined Contribution 401a	3,681.00		1,902.23	368.17		1,778.77	51.68
243-443-718.001	Health Insurance Premiums - Current EE	2,602.00		1,462.11	227.03		1,139.89	56.19
243-443-718.013	Health Insurance - HSA - Employer Paid	744.00		362.14	40.00		381.86	48.67
243-443-723.001	Retiree Health Care - OPEB	31.00		18.20	2.60		12.80	58.71
243-443-725.001	Fringe Benefit - Life Insurance	46.00		25.82	3.23		20.18	56.13
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		638.06	384.00		(138.06)	127.61
243-443-801.013	Professional Services - Attorney	15,000.00		441.00	0.00		14,559.00	2.94
243-443-801.030	Professional Services - Auditor	400.00		409.49	0.00		(9.49)	102.37
243-443-830.000	Contractual Reimbursement CRA Activities	27,839.00		17,478.02	0.00		10,360.98	62.78
243-443-931.000	Equipment Repair & Maintenance	15,000.00		6,150.00	5,350.00		8,850.00	41.00
243-443-935.001	Property Liability Insurance	7,392.00		3,785.17	0.00		3,606.83	51.21
243-443-940.000	Rentals - Equipment	6,800.00		4,294.31	50.16		2,505.69	63.15
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		9,153.27	1,307.61		6,537.73	58.33
243-905-993.001	Debt Service - Interest - Interfund Loan	933.00		544.39	77.77		388.61	58.35
TOTAL EXPENDITURES		151,210.00		82,157.85	13,377.99		69,052.15	54.33
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:								
TOTAL REVENUES		146,967.00		101,561.66	9,203.19		45,405.34	69.11
TOTAL EXPENDITURES		151,210.00		82,157.85	13,377.99		69,052.15	54.33
NET OF REVENUES & EXPENDITURES		(4,243.00)		19,403.81	(4,174.80)		(23,646.81)	457.31

PERIOD ENDING 01/31/2025

% Fiscal Year Completed: 58.90

*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	01/31/2025	MONTH 01/31/2025	BALANCE	
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND						
Revenues						
247-000-404.040	Captured Tax Real - BR - City Tax	15,598.00	14,161.04	(1,436.78)	1,436.96	90.79
247-000-404.041	Captured Tax Real - BR - Library	2,675.00	2,428.47	(171.22)	246.53	90.78
247-000-404.042	Captured Tax Real - BR - Capital Impr	1,276.00	1,158.84	(117.60)	117.16	90.82
247-000-404.043	Captured Tax Real - BR - Fire Reserve	1,276.00	1,158.84	(117.60)	117.16	90.82
247-000-404.044	Captured Tax Real - BR - Solid Waste	1,659.00	1,506.46	(152.88)	152.54	90.81
247-000-404.048	Captured Tax Real - BR - County Taxes	8,887.00	8,099.85	(607.04)	787.15	91.14
247-000-583.000	Local Grants	89,257.00	90,530.02	0.00	(1,273.02)	101.43
247-000-665.000	Interest Earnings - Investments	3,330.00	7,131.71	1,123.39	(3,801.71)	214.17
TOTAL REVENUES		123,958.00	126,175.23	(1,479.73)	(2,217.23)	101.79
Expenditures						
247-443-703.000	Salaries/Wages - Full Time Employees	33,568.00	19,619.46	3,643.25	13,948.54	58.45
247-443-704.001	Wages - Part Time Employees	483.00	112.17	16.20	370.83	23.22
247-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,620.00	1,490.94	278.21	1,129.06	56.91
247-443-712.001	Cash in Lieu of Benefits - Insurance Buy	1,155.00	667.61	111.26	487.39	57.80
247-443-716.000	Retirement - Defined Contribution 401a	1,879.00	1,036.90	197.23	842.10	55.18
247-443-718.001	Health Insurance Premiums - Current EE	3,071.00	1,872.77	266.17	1,198.23	60.98
247-443-718.013	Health Insurance - HSA - Employer Paid	744.00	391.65	54.00	352.35	52.64
247-443-725.001	Fringe Benefit - Life Insurance	22.00	12.69	1.70	9.31	57.68
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	0.00	(3.57)	104.82
247-443-930.001	Land & Building Repairs/Maintenance	0.00	3,536.50	1,633.50	(3,536.50)	100.00
247-443-935.001	Property Liability Insurance	152.00	462.14	0.00	(310.14)	304.04
247-443-940.000	Rentals - Equipment	1,500.00	1,474.23	0.00	25.77	98.28
247-443-948.000	Computer Services	0.00	7.34	0.00	(7.34)	100.00
TOTAL EXPENDITURES		52,422.00	30,915.69	6,201.52	21,506.31	58.97
Fund 247 - TAX INCREMENT FINANCE AUTHORITY FUND:						
TOTAL REVENUES		123,958.00	126,175.23	(1,479.73)	(2,217.23)	101.79
TOTAL EXPENDITURES		52,422.00	30,915.69	6,201.52	21,506.31	58.97
NET OF REVENUES & EXPENDITURES		71,536.00	95,259.54	(7,681.25)	(23,723.54)	133.16

PERIOD ENDING 01/31/2025

% Fiscal Year Completed: 58.90

*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	01/31/2025 (ABNORMAL)	MONTH 01/31/2025 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		7,174.46	0.00		22.54	99.69
248-000-404.032	Captured Tax Real - DDA - Capital Impr	3,434.00		3,423.05	0.00		10.95	99.68
248-000-404.033	Captured Tax Real - DDA - Fire Reserve	3,434.00		3,423.05	0.00		10.95	99.68
248-000-404.034	Captured Tax Real - DDA - Solid Waste	4,464.00		4,449.99	0.00		14.01	99.69
248-000-404.045	Captured Tax Real - DDA - County Taxes	23,909.00		23,927.79	0.00		(18.79)	100.08
248-000-413.060	Captured Tax Pers - City Tax	1,724.00		1,689.01	0.00		34.99	97.97
248-000-413.061	Captured Tax Pers - Library	295.00		289.68	0.00		5.32	98.20
248-000-413.062	Captured Tax Pers - Capital Improvement	141.00		138.25	0.00		2.75	98.05
248-000-413.063	Captured Tax Pers - Fire Reserve	141.00		138.25	0.00		2.75	98.05
248-000-413.064	Captured Tax Pers - Solid Waste	183.00		179.72	0.00		3.28	98.21
248-000-413.065	Captured Tax Pers - County Taxes	982.00		966.19	0.00		15.81	98.39
248-000-583.000	Local Grants	7,536.00		7,643.42	0.00		(107.42)	101.43
248-000-642.001	Sales of Merchandise - DDA	0.00		43.68	0.00		(43.68)	100.00
248-000-654.001	Charges for Service - Farmers Market Fee	4,660.00		3,671.91	20.00		988.09	78.80
248-000-654.102	Special Event Revenues - DDA	1,625.00		4,200.00	0.00		(2,575.00)	258.46
248-000-665.000	Interest Earnings - Investments	2,000.00		4,105.68	574.89		(2,105.68)	205.28
248-000-674.022	Private Donations - Sponsorship FarmersMk	600.00		0.00	0.00		600.00	0.00
248-000-684.000	Miscellaneous Revenue	0.00		660.00	0.00		(660.00)	100.00
TOTAL REVENUES		104,280.00		107,948.76	594.89		(3,668.76)	103.52
Expenditures								
248-443-703.000	Salaries/Wages - Full Time Employees	33,416.00		18,579.32	3,448.90		14,836.68	55.60
248-443-704.001	Wages - Part Time Employees	355.00		212.96	57.81		142.04	59.99
248-443-709.000	Payroll Taxes - FICA - Soc Sec/Medicare	2,578.00		1,349.54	255.13		1,228.46	52.35
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		717.46	126.84		701.54	50.56
248-443-718.001	Health Insurance Premiums - Current EE	4,022.00		2,338.80	359.96		1,683.20	58.15
248-443-718.013	Health Insurance - HSA - Employer Paid	960.00		520.63	76.27		439.37	54.23
248-443-723.001	Retiree Health Care - OPEB	13.00		7.70	1.10		5.30	59.23
248-443-725.001	Fringe Benefit - Life Insurance	18.00		12.09	1.41		5.91	67.17
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		3,137.68	0.00		962.32	76.53
248-443-801.030	Professional Services - Auditor	74.00		77.57	0.00		(3.57)	104.82
248-443-851.000	Postage	100.00		0.00	0.00		100.00	0.00
248-443-900.000	Printing and Publishing	1,800.00		2,816.52	190.00		(1,016.52)	156.47
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		89.97	(56.00)		110.03	44.99
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		350.00	0.00		350.00	50.00
248-775-880.021	Community Promotion - Special Events	4,950.00		5,772.47	1.99		(822.47)	116.62
248-775-881.022	Farmers Market Costs - DDA	3,100.00		1,429.00	0.00		1,671.00	46.10
248-900-971.000	Capital Purchase	18,000.00		0.00	0.00		18,000.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL

PERIOD ENDING 01/31/2025

% Fiscal Year Completed: 58.90

*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	01/31/2025 (ABNORMAL)	MONTH	01/31/2025 (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND									
Expenditures									
TOTAL EXPENDITURES		88,342.00		39,001.70		4,463.41		49,340.30	44.15
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Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY FUND:									
TOTAL REVENUES		104,280.00		107,948.76		594.89		(3,668.76)	103.52
TOTAL EXPENDITURES		88,342.00		39,001.70		4,463.41		49,340.30	44.15
NET OF REVENUES & EXPENDITURES		15,938.00		68,947.06		(3,868.52)		(53,009.06)	432.60
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TOTAL REVENUES - ALL FUNDS		375,205.00		335,685.65		8,318.35		39,519.35	89.47
TOTAL EXPENDITURES - ALL FUNDS		291,974.00		152,075.24		24,042.92		139,898.76	52.09
NET OF REVENUES & EXPENDITURES		83,231.00		183,610.41		(15,724.57)		(100,379.41)	220.60

AGENDA ITEMS

7. **BRA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the BRA payables for January for \$6,015.14

8. **DDA Action Items:**

A. Recommended Action: Downtown Clock Renovation/ Combo or New Clock discussion

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

C. Accounts Payable:

Recommended Action: Consider confirming the DDA payables for January for \$ 653.54

9. **TIFA Action Items:**

A. Accounts Payable:

Recommended Action: Consider confirming the TIFA payables for January in the amount of \$1,972.77

A reminder of Upcoming Meetings/Events:

- February 13, 2025 – Parks and Trees Meeting 5:00 p.m. / City Hall Conference Room
- February 19, 2025 - Planning Commission 6:30 p.m. / Council Chambers
- February 24, 2025 – City Commission Meeting 7:00 p.m./ Council Chambers

The Island City

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

The City of Plainwell equal-opportunity provider and employer