

# City of Plainwell



Brad Keeler, Mayor  
Lori Steele, Mayor Pro-Tem  
Todd Overhuel, Council Member  
Roger Keeney, Council Member  
Randy Wisnaski, Council Member

Department of Administration Services  
211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821 Fax: 269-685-7282  
Web Page Address: [www.plainwell.org](http://www.plainwell.org)

“The Island City”

## AGENDA City Council

Monday, September 28, 2020  
7:00PM

**MEETING HELD VIRTUALLY ON ZOOM**

To join this Zoom Meeting:

Online:

<https://us02web.zoom.us/j/88056527063?pwd=d29oellNWHdXeVFWalRpMFpKQW1tUT09>

Meeting ID: 880 5652 7063

Passcode: Kn3PtF

By phone: 1+(312) 626-6799

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance** – *recited by Mayor Keeler*
4. **Roll Call**
5. **Approval of Minutes/Summary** – September 14, 2020 Regular Meeting
6. **General Public Comments**
7. **County Commissioner Report**
8. **Agenda Amendments**
9. **Mayor's Report**
10. **Recommendations and Reports:**

### **A. Sewer Connection – 934 East Bridge Street**

Council will consider a sewer connection issue at 934 East Bridge Street.

### **B. Grant Agreement – Center for Tech and Civic Life**

Council will consider accepting a grant award of up to \$5,000 from the Center for Tech and Civic Life for election related costs, equipment and personal protective equipment.

11. **Communications:** The August 2020 Public Safety Report and the August 2020 Water Renewal Report.
12. **Accounts Payable - \$36,749.54**
13. **Public Comments**
14. **Staff Comments**
15. **Council Comments**
16. **Adjournment**

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

**MINUTES**  
**Plainwell City Council**  
**September 14, 2020**

1. Mayor Keeler called the regular meeting to order at 7:01 PM on the Zoom virtual meeting application.
2. Terry Steele gave the invocation.
3. Pledge of Allegiance was recited by Mayor Keeler.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, and Councilmember Wisnaski. Absent: Councilmember Keeney.
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 08/24/2020 regular meeting. On voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. Presentations: Several employees were recognized for years-of-service:  
Superintendent Pond praised Dan McClellan for his long service and his willingness to work as needed, then also praised Cheryl Pickett for her versatility of service both at City Hall and now at Public Works.  
City Manager Wilson gave Superintendent Bryan Pond's education and credentials and cited awards earned thanking him for 25 years of respected service. Superintendent Pond thanked everyone for the support.  
Director Bomar outlined Mike Bruce's service with the city including stints as an equipment operator and a part-time firefighter, and discussed his public safety commendations, training and assignments. Officer Bruce thanked Director Bomar and Council for the opportunities and looks forward to continued service.  
Personnel Manager Lamorandier noted that each of the employees will receive a certificate and thanked them for their incredible service.
8. County Commissioner Report: None.
9. Agenda Amendments: None
10. Mayor's Report:  
Mayor Keeler expressed condolences to the DeBoer and Meert families for Connor Meert who passed away unexpectedly.
11. Recommendations and Reports:
  - A. City Manager Wilson reported trespassing and vandalism on the mill property since demolition began. Given the safety issues related to building access and climbing water towers, police surveillance was increased and security cameras were ordered and have been installed. The cameras were ordered as an emergency purchase due to safety concerns and the Purchasing Ordinance requires Council confirmation. There was discussion about setting a reward for information leading to a conviction for the vandalism. Officer Bruce discussed trespassing sign needs based on prior citations/court actions.  
**A motion by Overhuel, seconded by Wisnaski, to confirm an emergency purchase for security cameras on mill property with Lockmaster Security totaling \$4,350.00. On a roll call vote, all voted in favor.**

**Motion passed.**

- B.** City Manager Wilson reported negotiation with Ascension Borgess for continuing ambulance services, extending an existing contract for three years, with a fee reduction for the current budget year only.  
**A motion by Steele, seconded by Wisnaski, to approve a contract extension until June 20, 2023 with Ascension Borgess for ambulance services, and authorizing the City Manager to execute all related documents. On a roll call vote, all voted in favor. Motion passed.**
- C.** City Manager Wilson and Treasurer Kelley reported Superintendent Nieuwenhuis sought quotes for crack sealing to maintain streets and parking lots. Nieuwenhuis requested up to \$30,000 for crack sealing with the low bidder, Bronco Asphalt Maintenance.  
**A motion by Wisnaski, seconded by Overhuel, to authorize up to \$30,000.00 with Bronco Asphalt Maintenance for crack sealing. On a roll call vote, all voted in favor. Motion passed.**
- D.** City Manager Wilson reported having been approached by parents to hang banners on the 37 light poles downtown to honor the graduating senior football and cheer student-athletes. There was discussion about setting a precedent for other student or student-athlete groups. The city would bear no cost other than DPW staff hanging the banners.  
**A motion by Steele, seconded by Overhuel, to allow student-athlete banners on the downtown light poles. On a voice vote, all voted in favor. Motion passed.**
- E.** City Manager Wilson opened a discussion about the mill's water tower. There are currently no plans for demolition, but given the recent vandalism, there are safety concerns about the structural integrity of the tower. Council could make informed decisions about ongoing maintenance or current demolition with a full inspection at an estimated cost of \$4,000.  
**A motion by Steele, seconded by Wisnaski, to authorize up to \$4,000.00 with Dixon Engineering for an inspection of the mill's water tower. On a roll call vote, all in favor. Motion passed.**

12. Communications:

- A. A motion by Steele, seconded by Overhuel, to accept and place on file the August 2020 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

**A motion by Wisnaski, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$536,471.76 for payment of same. On a roll call vote, all in favor. Motion passed.**

14. Public Comments: None

15. Staff Comments

Personnel Manager Lamorandier congratulated the staff honored at tonight's meeting.

Superintendent Pond reported developing new limits for PFAS given newer regulations from the state.

Community Development Manager Siegel reporting applying for recognition from the Michigan Downtown Association for Perfect Image. She also reported working on a legal description issue with 200 East Bridge with Assessing and County Equalization – apparently a prior survey was reported differently at County, but the property should close soon. Finally, she reported having received no application for the Chris Haas Volunteer

of the Year Award.

Director Bomar reported having investigated portable radar units and found pricing around \$3,500 per unit, which could be considered in future budgets. He also noted a Tuesday September 15 Cub Scout event with Otsego and Gun Plain Fire Departments and Plainwell Area EMS.

Clerk/Treasurer Kelley reported working on elections and the audit.

City Manager Wilson gave a brief update on the mill demolition noting Building 1 is being dismantled.

16. Council Comments:

Council Members all thank the honored city staff for their years of service.

17. Adjournment:

**A motion by Steele, seconded by Keeney, to adjourn the meeting at 7:56 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Brian Kelley  
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL  
September 28, 2020

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Brian Kelley, City Clerk

**SUMMARY**  
**Plainwell City Council**  
**September 14, 2020**

1. Mayor Keeler called the regular meeting to order at 7:01 PM on the Zoom Application.
2. Terry Steele gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Keeler, Steele, Overhuel, and Wisnaski. Absent: Keeney.
5. Approved Minutes/Summary of the 08/24/2020 regular meeting.
6. Recognized four (4) employees for years of service.
7. Confirmed an emergency purchase of \$4,350.00 with Lockmaster Security for cameras.
8. Approved a 3-year contract extension with Ascension Borgess for ambulance services.
9. Approved up to \$30,000 for crack sealing with Bronco Asphalt Maintenance.
10. Authorized banners to be displayed downtown for Plainwell High School student athletes.
11. Approved up to \$4,000 for a mill water tower inspection with Dixon Engineering.
12. Accepted and placed on file the August 2020 Investment and Fund Balance Reports.
13. Approved Accounts Payable for \$536,471.76.
14. Adjourned the meeting at 7:56 pm.

Submitted by,  
Brian Kelley  
City Clerk/Treasurer



## "The Island City"

## MEMORANDUM

211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821  
Fax: 269-685-7282

To: City Council  
From: Erik J. Wilson, City Manager  
Subject: 934 E. Bridge – Former Hodapp's / Dirty Boyz Building – Sewer Lateral  
Date: September 25, 2020

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I will try and summarize a very complicated issue the best I can. Mr. Matt Luegge purchased 934 E. Bridge Street for the purpose of opening a driving school. This property is better known as the business side of the former Hodapp's flower shop. However, during his restoration he contacted the City when he realized he was having sewer issues.

### **BACKGROUND**

1. In the summer, Mr. Luegge contacted Public Works stating that his sewer lateral was plugged and not working. DPW Superintendent Bob Nieuwenhuis inspected our sewer main and it was flowing properly. Bob informed Mr. Luegge that the issue must in his line so it would be his responsibility.
2. Mr. Luegge made preparations to excavate and replace his lateral after an unsuccessful attempt to clear the line. Estimates to replace the line were approximately \$30,000 since the replacement would entail cutting into M-89 as well as extensive traffic control measures. MDOT would require a detour, bond fee and a certified company to do the work. Nevertheless, Mr. Luegge ordered the work to be done.
3. While the excavation was being done, the lateral was discovered as well as a new stub coming off the new sewer line that was installed when the M-89 project was being completed in 2012-2013. All of this work was done in the right-of-way (sidewalk) and not under M-89. The existing lateral was cut/severed and we could not tell if it extended all way under M-89. Mr. Luegge's contractors connected the new stub to the existing lateral and he now has sewer service.
4. Mr. Luegge's contention is that when the M-89 project was being done, the contractors disconnected the existing lateral (from the old sewer main) and did not reconnect it to the new sewer main or the new stub that was installed.
5. It is important to note that MDOT and its subcontractors did this work and City employees were on hand to answer any questions or concerns that arose.

6. Since the existing lateral and new stub were discovered in the right of way, Mr. Luegge did not have to cut into M-89 or require traffic control to the extent that he thought he needed. Overall, he has incurred \$17,920.66 that he believes should be reimbursed to him by "someone."

## INVESTIGATION

1. The City's understanding from the start was 934 E. Bridge was connected to our sewer system and the sewer line was flowing properly so this was a private owner issue.
2. Once the existing lateral was excavated and discovered to be cut the issue became more gray. The fact that a new stub was discovered initially gave us reason to believe that there was never sewer service provided on the "business" side of the old Hodapp's building. However, it would be hard to argue that when MDOT contractors excavated that area and discovered an old lateral in place, it should have been reconnected or noted why it was not reconnected.
3. In our investigation we talked with several people:
  - MDOT and several contractors
  - Former DPW Superintendent Rick Updike
  - Former Water Renewal Employee Jerry Lawrence
  - MDOT contracted engineers who performed the work

We did not get clarity on the issue. Additionally, we requested the MDOT field notes from the project (as did Mr. Luegge). I have included these field notes in the attachment section of this memorandum. Field note #1 states "stubbed out behind sidewalk no existing sewer to make connection." The issue with this statement is there was an existing "lateral" in place. Could it have been connected to storm or it was irrigation line? We do not know. What we do know is it would be very hard to miss since it was located about 5 feet from the new stub that was installed. There should have been field notes reflecting the existing pipe/lateral and why it was not connected or identified.

4. Further complicating the issue are the field notes labeled Field Note 2 and Field Note 3 in the attachment section of this memorandum. Both of these notes identify the address (934) and mentions lateral connection in "Phase 4."

## CONCLUSION

The City could take the position that the existing pipe/lateral that was discovered was never hooked to our sewer and therefore the property owner is responsible for the charges. The issue with this is the property has been paying a sewer bill as far back as the 1970's. In addition to going back as far as we could in BS&A (2005-utility billing system), we researched hand written records in storage. This property was paying a sewer bill.

One could conclude that there was one connection shared for both the house and business but there are no notes within our system indicating two sewer bills and one connection. The time of connection (or not) would be well over 50 years ago.

If we knew the property was not hooked to sewer (despite paying a sewer bill) we could have reviewed the plan sets from the M-89 project and informed the property owner that there was a stub under the sidewalk and Mr. Luegge would not have had to pay for traffic control and other costly measures needed to cut open M-89.

It is important to note that since this property has always been paying a sewer bill, DPW would not be looking for a new lateral, almost 100% of the time the issue is with the private property owner's connection if our sewer main is flowing correctly (which it was).

We also reviewed tap fee records to see if that provided some clarity. Our records go back to the early 1970's but the property was constructed before that. It is unfortunate that we do not have clarity on exactly what occurred 50 years ago but that is where we are at.

Both Bob and I have reviewed the bills submitted by Mr. Luegge - \$17,920.66. Of that amount, we concluded that a case could be made that \$16,570.66 should not have been bourn by Mr. Luegge.

I believe this is an issue that the City and MDOT needs to work out. I do not know what MDOT's response would be but I would assume since employees move on and contractors eliminate old records this issue will take a while; the project occurred 7 years ago. In the meantime, we have a new business that has incurred a large bill and we are unable to provide clarity.

We have always granted businesses and homeowners the benefit of doubt in situations like this and I recommend we reimburse Mr. Luegge \$16,570.66. It will take time, but eventually the City will be reimbursed through sewer payments.



# ATTACHMENTS

934 E. Bridge St. – Formerly “Dirty Boyz” & Hodapps Flower Shop

SEWER LINE



Now:



FIELD note 1



Michigan Department of Transportation

Item History to Date

8/25/2020 8:16 AM

FieldManager 5.3c

Posting

IDR Date	Insp.	Seq No	Project	Catg	Contractor	Quantity Posted	Location	Bkdn ID	Entry Date	Attn	Remarks
5/21/2013	KJP	1	90028A	0005	Kalin Construction Co., Inc.	0.500	Sta 162+96 to Sta 163+25 Plainwell Garden Center. Ran diagonal from the C/L. Stubbed out behind sidewalk on the south side of M89.	396	5/21/2013	No	
5/21/2013	KJP	1	90028A	0005	Kalin Construction Co., Inc.	0.500	Sta 167+48 934 Bridge	399	5/21/2013	No	Stubbed out behind sidewalk. No existing sewer to make connection.
5/22/2013	KJP	1	90028A	0005	Kalin Construction Co., Inc.	0.500	Sta 168+43 936 Bridge St.	399	5/22/2013	No	Ran the rest of the 6" sewer lead from C/L to connect to the existing 4" sewer under driveway.
5/22/2013	KJP	1	90028A	0005	Kalin Construction Co., Inc.	0.500	Sta 169+28 938 Bridge St (Root's Canvas)	399	5/22/2013	No	Ran the rest of the sewer lead from C/L to behind sidewalk on the south half of M89
5/22/2013	SP	1	90028A	0005	Kalin Construction Co., Inc.	0.500	938 M-89 ROW to C/L		5/22/2013	No	This posting completes an item posted by Larry Sharp in an earlier IDR on 3/25/13. SDR National 26 Pipe Used. Vi'd and Approved.
5/23/2013	KJP	1	90028A	0005	Kalin Construction Co., Inc.	0.500	Sta 156+14 Empty lot on the SW corner of Roberts and M89.	396	5/23/2013	No	Stubbed out behind sidewalk.
5/23/2013	SP	1	90028A	0005	Kalin Construction Co., Inc.	0.500	614 East Bridge Street; Previously referenced as 616 East Bridge Street because of no posted address.		5/23/2013	No	SDR National 26 pipe used; vi'd and approved. Completion of lead took 25' of pipe from C/L to connection in ROW.

# FIELD Note 2



Michigan Department of Transportation

## Item History to Date

8/25/2020 8:16 AM

FieldManager 5.3c

### Posting

IDR Date	Insp.	Seq No	Project	Catg	Contractor	Quantity Posted	Location	Bkdn ID	Entry Date	Attn	Remarks
5/30/2013	LS	1	90028A	0005	Kalin Construction Co., Inc.	0.000	This Posting is to post stationing of the sanitary laterals for phase 4. 468 150+08;472 150+66; 504W 150+53; 504E 150+69 508 151+30; 512 151+75; 518 152+42; 153+27; 604 154+13; 610 154+39; 614 155+12; Vacant Lot at Roberts and M89 156+70; 900 163+28;		5/30/2013	No	934 167+12; 936 168+34; 938W 168+73;938E 169+11. All addresses on East Bridge Street(M89)
7/9/2013	KJP	1	90028A	0005	Kalin Construction Co., Inc.	2.000	5 for Plainwell Garden Center (162+98) from 10' left to C/L, 1 for 921 Bridge St (166+70), .5 for 604 Bridge St (154+12)	396	7/9/2013	No	Postings missed for each of these. I have records of each getting installed. 604 was mistakenly posted as 524.
7/16/2013	LS	1	90028A	0005	Kalin Construction Co., Inc.	1.000	For house 945.		7/16/2013	No	This House was never posted. This posting to correct that error. The lead was at

# FIELD Note 3



Michigan Department of Transportation

## Item History to Date

8/25/2020 8:16 AM

FieldManager 5.3c

### Posting

IDR Date	Insp.	Seq No	Project	Catg	Contractor	Quantity Posted	Location	Bkdn ID	Entry Date	Attn	Remarks
3/20/2013	LS	1	90028A	0005	Kalin Construction Co., Inc.	3.000	House 903 (165+10); House 905(165+65), house 915 (166+09)	396	3/20/2013	No	See attached sketch for additional details. National Pipe used SDR 26 dated 3-29-12
3/21/2013	LS	1	90028A	0005	Kalin Construction Co., Inc.	2.000	House 601 Station 153+42, house 609 station 154+31	393	3/21/2013	No	SDR 26 Natonial pipe was used dated 3-29-12. Visually inspected and approved.
3/21/2013	LS	1	90028A	0005	Kalin Construction Co., Inc.	2.000	House 927 station 167+29 and house 933 station 167+97	399	3/21/2013	No	SDR 26 National pipe used. All laterals run from station given above to the existing lateral.
3/22/2013	LS	1	90028A	0005	Kalin Construction Co., Inc.	1.000	House 939 station 168+91	399	3/22/2013	No	National pipe company SDR 26. dated 3-29-12 Visually inspected and approved
3/25/2013	LS	1	90028A	0005	Kalin Construction Co., Inc.	1.000	Lead for house 951 station 169+96.	399	3/25/2013	No	Run completed on 3-23-12
3/25/2013	LS	1	90028A	0005	Kalin Construction Co., Inc.	1.000	Lead to Plainwell Ice Cream Company address 621 Bridge St. station 155+63	399	3/25/2013	No	Run completed on 3-23-12
3/25/2013	LS	1	90028A	0005	Kalin Construction Co., Inc.	1.000	0.5 for Plainwell Monument 170+00 and 0.5 for Carpt Hardwood and Tile 170+02.	399	3/25/2013	No	0.5 paid for each after the existing sanitary sewer was removed and the existing laterals extended to the new main. The leads will be completed during phase 4.
3/25/2013	LS	1	90028A	0005	Kalin Construction Co., Inc.	1.500	Lead for 934, 936 and 938 West	399	3/25/2013	No	0.5 paid for each after the existing sanitary sewer was removed and the existing laterals extended to the new main. The leads will be completed during phase 4.



207-1619. *Call Sr. case*

BILL TO: **Ron Sagers**

ADDRESS: **PO Box 761**

CITY: **Schoolcraft, MI 49087**

JOB NAME AND LOCATION: **935 Bridge St (M89)**

**Plainwell**

JOB PHONE: \_\_\_\_\_

DAY WORK  
 CONTRACT  
 EXTRA

DESCRIPTION OF WORK

3/16/20: Attempted to clean the main sewer line with high pressure jetter and 2001 sewer machine. Used 4 different cutters. Could not camera line due to water in line.

Could only clean line 50 feet. Believe there is a broken section of line in street.


Thank you!

TOTAL MATERIALS	600	00
TOTAL LABOR	00	00
TAX		
TOTAL AMOUNT	600	00

Finance Charges 1.5% Per Month  
 Returned Check Fee \$25.00  
 Payment Due Upon Receipt.

DATE COMPLETED: **3/16/20**

- WORK ORDERED BY \_\_\_\_\_
- No one home     Total amount due for above work, or     Total billing to be mailed after



New line was  
connected to  
existing lateral that  
was coming out  
of building





Old Lateral

New Lateral



CENTER FOR  
TECH AND  
CIVIC LIFE

September 23, 2020

Plainwell City, Michigan

City Manager

211 N Main St

Plainwell, MI 49080-1370

Dear Erik Wilson,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Plainwell City, the Center for Tech and Civic Life (“CTCL”), a nonprofit organization tax-exempt under Internal Revenue Code (“IRC”) section 501(c)(3), has decided to award a grant to support the work of Plainwell City (“Grantee”).

The following is a description of the grant:

**AMOUNT OF GRANT:** \$5,000.00 USD

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Plainwell City in 2020 (“Purpose”).

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement (“Grant Agreement”) and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction (“Applicable Laws”). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.

3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Personal protective equipment (PPE) for staff, poll workers, or voters, Vote-by-mail/Absentee voting equipment or supplies, and Election administration equipment. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the Municipal Clerk (“the Election Department”) or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.

Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized



CENTER FOR TECH & CIVIC LIFE  
233 N. MICHIGAN AVE., SUITE 1800  
CHICAGO, IL 60601  
[HELLO@TECHANDCIVICLIFE.ORG](mailto:HELLO@TECHANDCIVICLIFE.ORG)

representative of Grantee sign below, and return a scanned copy of this letter to us by email at [grants@techandcivicliflife.org](mailto:grants@techandcivicliflife.org).

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





# PLAINWELL PUBLIC SAFETY

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Police, Fire and Medical First Responder Services

# MONTHLY REPORT

## August 2020

Prepared by Director Bill G. Bomar

A handwritten signature in black ink, consisting of the letters "BB" in a stylized, cursive font.

# Plainwell Department of Public Safety

## Scheduled Hours By Activity for August 2020

**The categories listed below are based on law enforcement related activities and the hours that scheduled road patrol personnel spend in the 4 major areas.**

Total Hours  
887

Percentage of Total Hours

### TOTAL ROAD PATROL HOURS SCHEDULED FOR THE MONTH

**The Hours officers are scheduled for road patrol or other uniformed functions. These are fixed shifts which generally carry assigned duties.**

*Totals of all the below mentioned areas.*

### HOURS SPENT INVESTIGATING OR HANDLING CRIMINAL COMPLAINTS

62 7.02%

**The Hours Scheduled for criminal investigations of complaints that are in violation of a criminal law that an individual could be arrested and jailed for.**

*Examples include: Burglaries, Robberies, Drunk Driving, All Sex Offenses, Alcohol Offenses, Larcenies, Etc.*

### HOURS SPENT INVESTIGATING OR HANDLING NON-CRIMINAL COMPLAINTS

238 26.87%

**The Hours Scheduled for Calls for Service or Complaints that require investigation but are not criminal in nature.**

*Examples include: Auto Accidents, Accidental Fires, Traffic Citations, Property Inspections, Etc.*

### HOURS SPENT ON SUPPORT OR PERIPHERAL ACTIVITIES

357 40.27%

**The Hours Scheduled for required duties however are not criminal or non-criminal in nature and are supporting functions.**

*Examples include: Report Writing, Court, Directed Patrol, Foot Patrol, On Duty Training, Transport of Paperwork to the Court, Evidence to the Crime Lab, Etc.*

### TOTAL UNOBLIGATED PATROL HOURS

229 25.84%

**The Hours of Scheduled Road Patrol left over that officers are not assigned to an activity or working on a complaint.**

*Examples include: General Preventive Patrol, Building Security Checks, Etc.  
Note: This also includes any break time the officers take during their shift.*

### TOTAL HOURS OBLIGATED TO DUTIES, COMPLAINTS, INVESTIGATIONS, ETC.

658 74.16%

*It is recommended by the International Association of Chiefs of Police (IACP) that no more than 65% to 70% of an officers time on duty, be obligated to complaints, investigations, activities or assigned responsibilities. The rationale behind this is to assure that officers are available for emergencies without unreasonable delay and provide for preventive and traffic patrol duties.*

# Plainwell Department of Public Safety

## Complaints/Activities for August 2020

### ARRESTS

CUSTODIAL ARRESTS	6	<i>An individual taken into custody for a criminal offense and jailed for that offense.</i>
ARREST COUNTS	8	<i>Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).</i>

### TRAFFIC ENFORCEMENT & CITATIONS

HAZARDOUS CITATIONS	16	<i>Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)</i>
NON-HAZARDOUS CITATIONS	6	<i>Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)</i>
DRUNK DRIVING CITATIONS	1	<i>This is an activity that we specifically monitor that would normally be considered a hazardous citation.</i>
PARKING CITATIONS	0	<i>Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.</i>
VERBAL WARNINGS	19	<i>Traffic enforcement where no citation was issued but warnings were given.</i>
TOTAL TRAFFIC CITATIONS/WARNINGS	42	

### COMPLAINTS

ORIGINAL DISPATCH COMPLAINTS	219	<i>Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.</i>
PATROL INITIATED COMPLAINTS	10	<i>Complaints observed by the officer while on patrol or came to their attention by personal observation.</i>
TOTAL COMPLAINTS	229	

### OTHER ACTIVITIES

MOTORISTS ASSISTS	0	<i>Motorist contacts caused by mechanical breakdown or similar problem.</i>
PROPERTY INSPECTIONS	0	<i>Checks of homes or business specifically requested by a home or business owner.</i>
MOTOR VEHICLE ACCIDENTS	6	<i>Total motor vehicle accidents both on public roads or private property.</i>
COMMERCIAL BUILDING SECURITY CHECK	1,703	<i>Nightly security inspections of business' conducted by officers to assure windows and doors are locked.</i>
FOUND UNSECURED	0	<i>The number of business' found unlocked or unsecured.</i>

# Classification of Crimes Reported

File Class		August	Year to Date
<b>CRIMES AGAINST PERSON</b>			
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	0	4
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	3	39
<b>PROPERTY CRIMES</b>			
2000	Arson	0	0
2100	Extortion	0	1
2200	Burglary	1	7
2300	Larceny	1	34
2400	Motor Vehicle Theft	0	0
2500	Forgery/Counterfeiting	1	3
2600	Fraudulent Activities	4	18
2700	Embezzlement	0	0
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	6	17
3500	Violation of Controlled Substances Act	1	6
<b>MORALS/DECENCY CRIMES</b>			
3600	Sex Offenses (Other than Sexual Assault)	0	4
3700	Obscenity	0	1
3800	Family Offenses	1	7
4100	Liquor Violations	2	2
<b>PUBLIC ORDER CRIMES</b>			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	0
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	0	2
5000	Obstructing Justice	0	13
5200	Weapons Offenses	0	1
5300	Public Peace	8	50
5400	Traffic Investigations - Any Criminal Traffic Complaints	5	21
5500	Health and Safety	1	49
5600	Civil Rights	0	0
5700	Invasion of Privacy	5	16
6200	Conservation Law Violation	0	2
7300	Miscellaneous Criminal Offense	0	0
<b>GENERAL NON-CRIMINAL</b>			
9100	Juvenile/Minor/School Complaints	0	0
9200	Civil Custody	0	0
9300	Traffic Non-Criminal ( Reports Only - Does not include Citations Issued)	11	82
9400	False Alarm Activation	1	18
9500	Fires (Other than Arson)	1	16
9700	Accidents, All Other	0	0
9800	Inspections, Unfounded FIRS	46	289
9900	General Assistance (All Except Other Police Agencies)	53	479
9911 & 9912	General Assistance (Other Police Agencies)	48	390
FIRS	Medical First Responder	33	210





## August Reports for Plainwell Department of Public Safety

### **PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION**

The Plainwell Department of Public Safety was dispatched to 48 calls for assistance outside the city limits of Plainwell by Allegan County Central Dispatch.

These calls were classified as priority 1 assists.

\*\*\*\*\*

### **Fire Suppression/Call Out Incident Report**

Date	Dispatch Time	Arrival Time	Location	Incident Type	Actions taken	Apparatus	PSO	POC
8/30/20	2301	2305	635 Glenview Circle	Medical	Medical	S-62	3	4
8/6/20	1556	1601	335 12 <sup>th</sup> Street	Medical	Medical	S-62, T-63	7	5
8/15/20	1257	1306	320 Brigham Street	Medical	Medical	S-62	2	3
8/16/20	1657	1659	320 Brigham Street	Smoke	Investigate	E-11, E-17	2	6
8/23/20	1729	1746	1342 109 <sup>th</sup> Avenue	Structure fire	Manpower	E-17, T-63	2	6
8/27/20	0852	0855	315 Union	Medical	Medical	S-62	1	2
8/28/20	1030	1033	722 Benhoy Street	Medical	Medical	T-63	3	4

\*\*\*\*\*

### **Calls for Service at Plainwell Schools**

Plainwell High School: 1  
684 Starr Road

Gilkey School: 0  
707 S. Woodhams Street

Plainwell Middle School: 0  
720 Brigham Street

Starr Elementary: 1  
601 school Drive

Early Childhood Development: 0  
307 E. Plainwell Street

Renaissance School: 0  
422 Acorn Street

Admin, Maintenance & Bus Garage: 0  
600 School Drive

Community Center: 0  
798 E. Bridge Street

## Water Renewal

Superintendent: Bryan Pond

August 2020



### Significant Department Actions and Results

EGLE inspected our storm water system as part of our permit renewal no significant items were reported.

I received inquiries about receiving whey from cheese manufacturer, no further news has taken place after the initial e-mail.

### Pending Items (including CIP)

None

### Expenditure Summary/Issues

(budgeted)

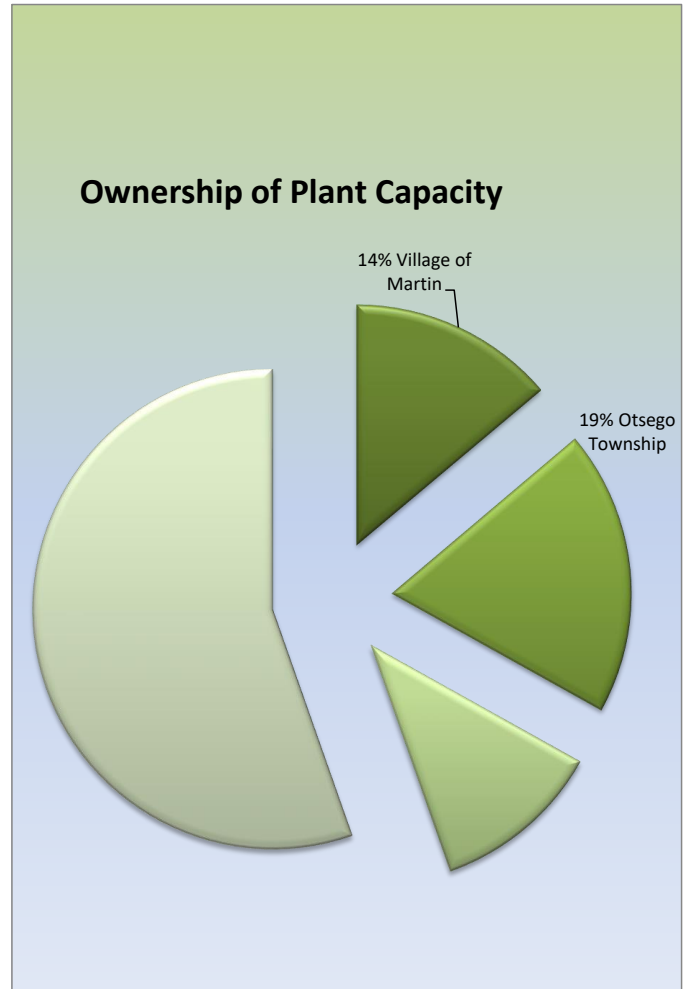
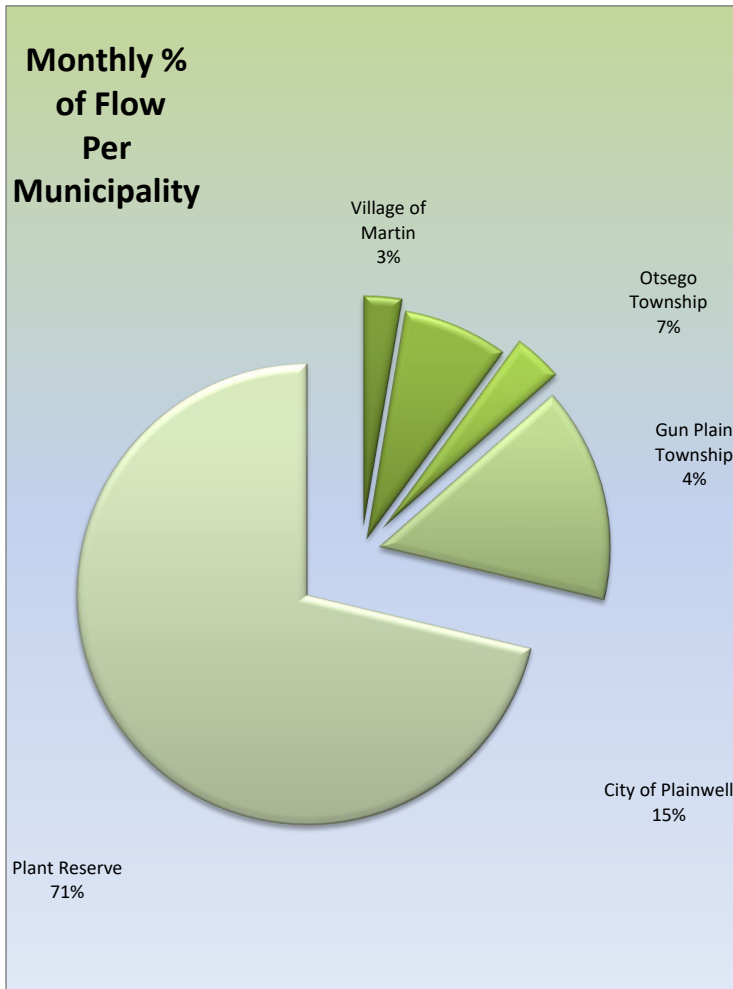
(completed)

\$0

## Monthly Flow Data

Our permitted volume of treatment is 1,300,000 gallons per day. The table and graph below shows the breakdown of average monthly flow from our customer communities, the percent ownership of our customer communities.

	Total Gallons	Permitted Daily Flow Gallons	Reserve	Ownership of Plant Capacity
<b>Village of Martin</b>	695,911			
Gun River MH Park	352,000			
US 131 Motor Sports Park	24,000			
<b>Total:</b>	1,071,911			
<b>AVG. DAILY:</b>	38,283	180,000	79%	14%
<b>Otsego Township</b>	<b>Total:</b> 2,974,976			
<b>AVG. DAILY:</b>	106,249	250,000	58%	19%
<b>Gun Plain Township</b>	<b>Total:</b> 1,094,000			
North Point Church	1,000			
North 10th Street	232,176			
Gores Addition	68,000			
<b>AVG. DAILY</b>	49,828	150,000	67%	12%
<b>City of Plainwell</b>	<b>Total:</b> 6129450			
<b>AVG. DAILY:</b>	197724.18	720,000	73%	55%
<b>Avg. Daily Plant Flow from entire service district</b>	0.36			



## State Required Reporting Compatible Pollutants

MI State Requirement	City Benchmark	Monthly Avg. Reported/MDEQ
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**Carbonaceous Biochemical oxygen demand (CBOD-5):**

25 mg/l	15	8.45
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*This test measures the amount of oxygen consumed by bacteria during the decomposition of organic materials. Organic materials from wastewater treatment facility act as a food source for bacteria.*

**TOTAL SUSPENDED SOLIDS (TSS):**

30 mg/l	15	10
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*Includes all particles suspended in water which will not pass through a filter. As levels of TSS increase, a water body begins to lose its ability to support a diversity of aquatic life.*

**PHOSPHORUS (P):**

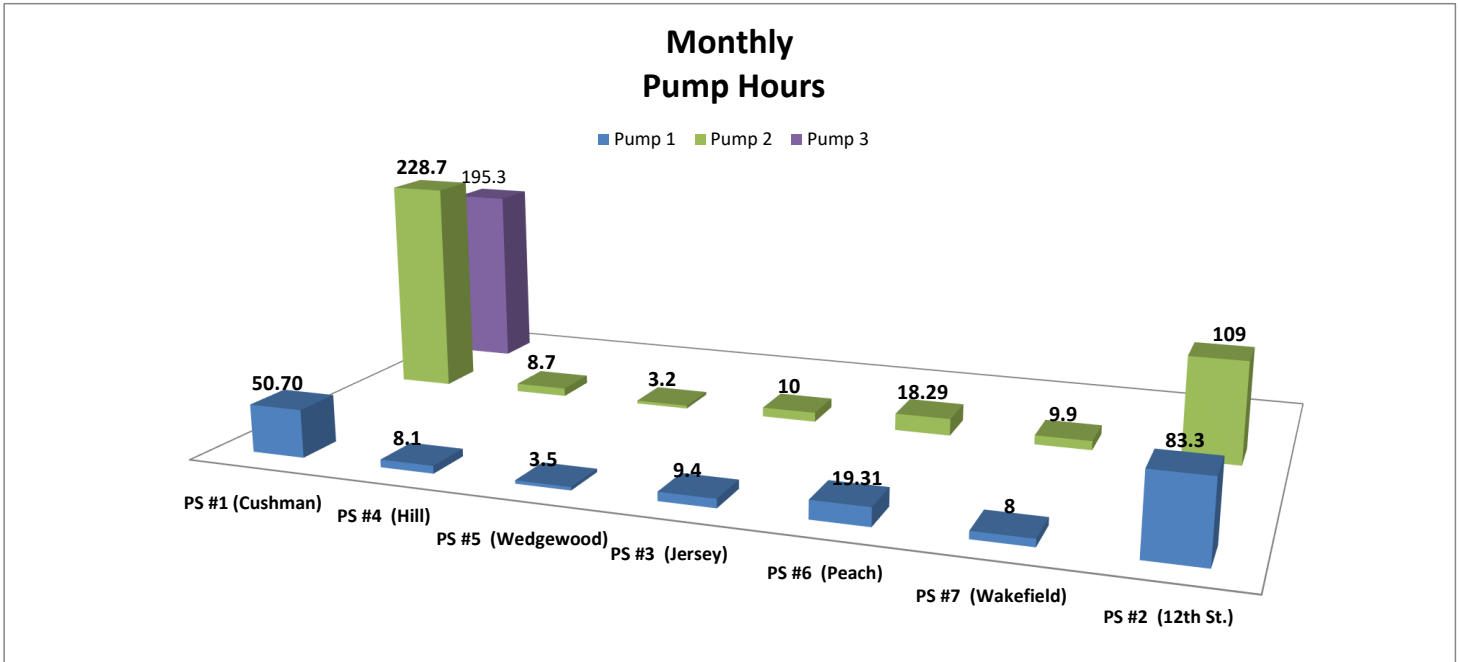
1.0 mg/l	0.45	0.29
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*Controlling phosphorous discharges is a key factor in preventing eutrophication of surface waters. Eutrophication is caused by water enrichment of inorganic plant nutrients. Eutrophication negatively effects water bodies due to increases in algal blooming, causing excessive plant growth which depletes dissolved oxygen in the river which is necessary for aquatic life to survive.*

**Total Coliform (COLI):**

200counts/ml	50	1
--------------	----	---

*A group of bacteria found in soil, on vegetation and in large numbers in the intestine of warm-blooded animals, including humans. Water is not a natural medium for coliform organisms and their presence in water is indicative of some type of contamination.*



Pumps convey the waste where gravity sewers cannot, run times are a indicator of how the station is operating and being maintained.

09/24/2020

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL  
EXP CHECK RUN DATES 09/28/2020 - 09/28/2020  
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
BANK CODE: UBAP

Vendor Code	Vendor Name	Description	Amount
000010	RIDDERMAN & SONS OIL CO INC		
	135842	DPW DIESEL/GAS 09/17/2020	955.55
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			955.55
000034	VERIZON		
	9863033902	DPW/WR DESK PHONES 08/18/20 - 09/17/20	221.54
TOTAL FOR: VERIZON			221.54
000035	APPLIED IMAGING		
	1604134	CITY HALL COPIER CHARGES TO 09/12/2020	150.95
	1604257	DPW/WR COPIER CHARGES TO 09/15/2020	27.94
TOTAL FOR: APPLIED IMAGING			178.89
000059	GOIN POSTAL LLC		
	000059	DPS POSTAGE - MAIL THUMB DRIVE	4.58
	120671	DPS - SHIPPING FEE (CORRECTION TO #120193 09/03/20	16.90
TOTAL FOR: GOIN POSTAL LLC			21.48
000104	HARDINGS MARKET 380		
	2020.09	WR - ALCOHOL FOR LAB	28.68
TOTAL FOR: HARDINGS MARKET 380			28.68
000134	HAROLD ZIEGLER FORD		
	302718	CAR #1 REPLACED DRIVERS SEAT HANDLE	83.20
	303792	CAR #1 GAS DOOR ASSEMBLY REPAIR	35.39
	303908	CAR #1 - OIL/FILTER CHANGE, FUEL DOOR ASSEMBLY REI	108.27
TOTAL FOR: HAROLD ZIEGLER FORD			226.86
000138	AMERICAN OFFICE SOLUTIONS		
	IN245136	DPS COPIER BASE & USAGE 08/22/20 - 09/21/20	78.84
TOTAL FOR: AMERICAN OFFICE SOLUTIONS			78.84
000140	HACH CO		
	12111498	ARSENI FREE FLOURIDE	997.86
TOTAL FOR: HACH CO			997.86
000348	KALAMAZOO LANDSCAPE		
	IN0188956	TOP SOIL - SIDEWALK ON PLAINWELL ST	184.50
TOTAL FOR: KALAMAZOO LANDSCAPE			184.50
000461	BOB'S HARDWARE		
	70616	WELL #7 REPAIR - PARTS/SUPPLIES	10.37
TOTAL FOR: BOB'S HARDWARE			10.37

000531	CUMMINS SALES AND SERVICE		
	S3-84831	DPS - GENERATOR SERVICE, BAD CONTROLLER ON ATS	231.00
TOTAL FOR: CUMMINS SALES AND SERVICE			231.00
000885	KENDALL ELECTRIC INC		
	S109491623.001	ALUMINUM LIGHTPOLE KIT	1,861.96
TOTAL FOR: KENDALL ELECTRIC INC			1,861.96
000995	HIGH GRADE MATERIALS INC		
	765500	CRUSHED CONCRETE - DPS BOAT RAMP	385.79
TOTAL FOR: HIGH GRADE MATERIALS INC			385.79
001215	FLIER'S		
	126737	WR - SALT FOR DI WATER	118.00
TOTAL FOR: FLIER'S			118.00
001415	DAN'S TREE SERVICE		
	002143	ELM REMOVAL - KESTER ST, OVER POWER LINES	1,000.00
TOTAL FOR: DAN'S TREE SERVICE			1,000.00
001536	WASHWELL-STADIUM DRIVE GROUP-SOAP		
	2711	AUGUST 2020 DRY CLEANING DPS	55.70
TOTAL FOR: WASHWELL-STADIUM DRIVE GROUP-SOAP			55.70
001802	CRONEN SIGNS		
	3272	CAR #4 - DECAL "TO PROTECT AND SERVE"	20.00
TOTAL FOR: CRONEN SIGNS			20.00
002116	CHARTER COMMUNICATIONS		
	0014163091920	DPS PHONES/INTERNET/TV THROUGH 10/18/2020	429.64
TOTAL FOR: CHARTER COMMUNICATIONS			429.64
002147	COFESSCO FIRE PROTECTION		
	96943	AFFF DISCHARGE HOSE (2)	89.64
TOTAL FOR: COFESSCO FIRE PROTECTION			89.64
002286	MICHIGAN ELECTION RESOURCES LLC		
	13390	QVF ABSENT VOTER APPS - PRESIDENTIAL ELECTION	35.44
TOTAL FOR: MICHIGAN ELECTION RESOURCES LLC			35.44
002331	FIVE ALARM FIRE & SAFETY EQUIP INC		
	199891-1	ANNUAL FIRE SCBA & FACE PIECE FLOWTEST, MSA M7 H	1,883.34
TOTAL FOR: FIVE ALARM FIRE & SAFETY EQUIP INC			1,883.34
002402	STEENSMA LAWN & POWER EQUIPMENT		
	750678	#76 - CABLE	64.61
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			64.61
002582	PLAINWELL REDI MIX - COSGROVE ENTER		
	10605	2YDS LIME & DELIVERY - S MAIN ST.	282.00
	10701	8YDS LIME - HICKS ST GYM	1,008.00
	10735	2YDS LIME - BROOK MEMORIAL	252.00

TOTAL FOR: PLAINWELL REDI MIX - COSGROVE ENTER			1,542.00
002591	WADE KEYZER		
	2020.09SHOE	20/21 SHOE ALLOWANCE	84.79
TOTAL FOR: WADE KEYZER			84.79
002650	FUEL MANAGEMENT SYSTEM/PACIFIC PRID		
	101525.	POLICE & FIRE FUEL 09/01/2020 - 09/15/2020	342.81
TOTAL FOR: FUEL MANAGEMENT SYSTEM/PACIFIC PRID			342.81
002661	JIM KOESTNER INC		
	6028047	CAR#4 - OIL/FILTER CHANGE, TIRE ALIGNMENT	98.86
	6028143	CAR#1 - BRAKE REPAIR, REPLACE FOOT PADS & ROTORS	461.00
TOTAL FOR: JIM KOESTNER INC			559.86
002673	STATE OF MICHIGAN MDOT		
	591-10517718	AIRPORT LICENSE FEE 2021	50.00
TOTAL FOR: STATE OF MICHIGAN MDOT			50.00
004220	US BANK EQUIPMENT FINANCE (COPIER)		
	423805233	OCT 2020 DPW/WR COPIER	113.00
TOTAL FOR: US BANK EQUIPMENT FINANCE (COPIER)			113.00
004241	GHD SERVICES INC		
	1078102	UTILITIES/COMMON AREA MAINT - AUGUST 2020	1,860.63
TOTAL FOR: GHD SERVICES INC			1,860.63
004814	WILLIAMS & WORKS		
	90911	PLANNING/ZONING ASSISTANCE TO 08/22/2020	734.00
TOTAL FOR: WILLIAMS & WORKS			734.00
004837	MUNICIPAL WEB SERVICES		
	53883	AUGUST 2020 WEBSITE CMS HOSTING	200.00
TOTAL FOR: MUNICIPAL WEB SERVICES			200.00
004852	PACE ANALYTICAL SERVICES LLC		
	2050148967	MERCURY SAMPLE ANALYSIS - 12TH ST MANHOLE	185.00
	2050148970	MERCURY SAMPLE ANALYSIS - OAK ST, NAOMI ST	95.00
	2050149219	IPP INFLUENT SCAN LAB FEE/IPP PROGRAM	725.00
TOTAL FOR: PACE ANALYTICAL SERVICES LLC			1,005.00
004855	PLAINWELL ACE HARDWARE		
	6096	DRILL BIT, MISC FASTENERS - CITY HALL	12.87
	6098	SLEDGE HAMMER, POWER BIT, SCREW STAR - SHOP	38.57
	6099	SILICONE - CITY HALL	5.59
	6100	SANITIZER WIPES - DPS	27.96
	6104	GLUE FOR ROOFTOP XMAS LIGHTS	12.99
	6106	GRASS SEED, BATTERY	94.58
	6128	PICKLEBALL KEYS	15.92
	6134	DPS - BOAT RAMP	83.37
	6136	MISC FASTENERS, SAW BLADE - PLAINWELL ST SIDEWALI	61.44
	6139	IMPACT POWER BIT, DECK SCREW - SIDEWALK	13.58

6140	SCREWDRIVER, DEC DPLX RECEIPT 125V	12.97
6144	DPS - CUTOFF WHEEL, BLADE CUTOFF	13.58
6145	DPS RETURN - BLADE CUTOFF	(5.59)
6155	WR - CABINET HOLE CAPS	1.88
6156	BUNGEE CORD FOR CAMERAS @ THE MILL	11.96
TOTAL FOR: PLAINWELL ACE HARDWARE		401.67

004882	AERIAL HYDRAULIC REPAIR INC	
906477	TRUCK #7 YEARLY INSPECTION/REPAIRS	900.92
TOTAL FOR: AERIAL HYDRAULIC REPAIR INC		900.92

005038	BARNES & THORNBURG LLP	
2385470	LEGAL SERVICES AUGUST 2020	285.00
TOTAL FOR: BARNES & THORNBURG LLP		285.00

REFUND UB	NYBERG, JOHN & PATRICIA	
09/17/2020	UB refund for account: 04-00057900-00	18.30
TOTAL FOR: NYBERG, JOHN & PATRICIA		18.30

TOTAL - ALL VENDORS 17,177.67

**INVOICE AUTHORIZATION**

**Person Compiling Report**

I verify that to the best of my knowledge the attached invoice listing is accurate and the procedures in place to compile this invoice listing has been followed.

Insert Signature:

**Amanda Kersten**

Digitally signed by Amanda Kersten  
DN: cn=Amanda Kersten, o=City of Plainwell, ou=City Hall,  
email=akersten@plainwell.org, c=US  
Date: 2020.09.24 11:30:03 -04'00'

**Brian Kelley, City Clerk/Treasurer**

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

**Brian Kelley**

Digitally signed by Brian Kelley  
Date: 2020.09.24  
19:47:10 -04'00'

**Bryan Pond, Water Renewal Plant Supt.**

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

**Bill Bomar, Public Safety Director**

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

**Bill Bomar**

Digitally signed by Bill Bomar  
Date: 2020.09.24  
12:16:00 -04'00'

**Bob Nieuwenhuis, Public Works Supt.**

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

**Robert Nieuwenhuis**

Digitally signed by Robert Nieuwenhuis  
Date: 2020.09.24  
12:27:57 -04'00'

**Erik J. Wilson, City Manager**

I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.

Insert Signature:

**Erik Wilson**

Digitally signed by Erik Wilson  
Date: 2020.09.25  
11:56:14 -04'00'



09/24/2020

CHECK REGISTER FOR CITY OF PLAINWELL  
CHECK DATE FROM 09/10/2020 - 09/25/2020

Check Date	Bank	Check	Vendor Name	Description	Amount
<b>Bank CBGEN Chemical Bank - General AP Account</b>					
<b>Check Type: EFT Transfer - Automatic Payments</b>					
09/11/2020	CBGEN	1786(E)	SILVERSCRIPT INSURANCE COMPAN	SEPTEMBER 2020 RETIREE PRESCRIPTION COVE	30.20
09/11/2020	CBGEN	1787(E)	SILVERSCRIPT INSURANCE COMPAN	SEPTEMBER 2020 RETIREE PRESCRIPTION COVE	30.20
09/23/2020	CBGEN	1788(E)	CHEMICAL BANK	AUGUST 2020 ACCOUNT ANALYSIS FEES	141.60
09/25/2020	CBGEN	1789(E)	FIRST NATIONAL BANK (CREDIT CARI	SEPTEMBER 23 2020 CREDIT CARD STATEMENT	3,129.42
Total EFT Transfer:					<u>3,331.42</u>
<b>Bank UBAP United Bank - General Checking</b>					
<b>Check Type: ACH Transaction - Property Tax Distributions</b>					
09/18/2020	UBAP	179(A)	ALLEGAN COUNTY TREASURER	2020 SUMMER TAX COLLECTIONS W/E 09/12/20	3,178.24
09/18/2020	UBAP	180(A)	RANSOM DISTRICT LIBRARY	2020 SUMMER TAX COLLECTIONS W/E 09/12/20	454.36
09/25/2020	UBAP	182(A)	ALLEGAN COUNTY TREASURER	2020 SUMMER TAX COLLECTIONS W/E 09/19/20	1,791.39
09/25/2020	UBAP	183(A)	RANSOM DISTRICT LIBRARY	2020 SUMMER TAX COLLECTIONS W/E 09/19/20	256.09
Total ACH Transaction:					<u>5,680.08</u>
<b>Check Type: EFT Transfer - Automatic Payments</b>					
09/23/2020	UBAP	184(E)	UNITED BANK	UNITED BANK ACH FEES (3)	21.00
<b>Check Type: Paper Check - Manual Checks</b>					
09/11/2020	UBAP	16450	VEENSTRA DAVID & CYNTHIA	2020 Sum Tax Refund 55-360-004-00	2,389.14
09/15/2020	UBAP	16452	MICHIGAN GAS UTILITIES CORP	GAS UTILITY THROUGH 09/08/2020	780.07
09/15/2020	UBAP	16453	CHARTER COMMUNICATIONS	DPW/WR INTERNET THROUGH 09/30/2020	676.73
09/15/2020	UBAP	16454	GHD SERVICES INC	MILL DEMO PROJECT SUPPORT THROUGH 08/0	6,623.72
09/22/2020	UBAP	16455	STATE OF MICHIGAN	WATER TESTING - LEAD/COPPER	26.00
09/24/2020	UBAP	16492	VERIZON	UTILITY MACHINE CELL SERVICE 08/11/20 -0	43.71
Total Paper Check:					<u>10,539.37</u>
REPORT TOTALS:					
Total of 15 Checks:					19,571.87
Less 0 Void Checks:					0.00
Total of 15 Disbursements:					<u><u>19,571.87</u></u>

# Off Cycle Payment Authorization

**Brian Kelley, City Clerk/Treasurer**

I verify that I have reviewed the off-cycle payments listed above and to the best of my knowledge the listing is accurate and complies with the City's purchasing policy.

Insert Signature:

**Brian Kelley**  
Digitally signed by Brian Kelley  
Date: 2020.09.24 19:04:55 -04'00'

**Erik J. Wilson, City Manager**

I verify that I have reviewed the off-cycle payments listed above and to the best of my knowledge the listing is accurate and complies with the City's purchasing policy.

Insert Signature:

**Erik Wilson**  
Digitally signed by Erik Wilson  
Date: 2020.09.25 11:55:35 -04'00'

## **Reports & Communications:**

### **A. Sewer Connection – 934 East Bridge Street:**

See memorandum from City Manager Wilson included in this packet.

**Recommended action:** Council will consider reimbursing the new owner for costs incurred in the amount of \$16,570.66.

### **B. Grant Agreement – Center for Tech and Civic Life:**

City Clerk Kelley applied for grant funding to offset/reimburse costs associated with the election specific to personal protective equipment as well as absent voter supplies and equipment. The Center for Tech and Civic Life has awarded the city up to \$5,000 in grant funding.

**Recommended action:** Council should consider accepting a grant aware of up to \$5,000 from the Center for Tech and Civic Life for election related costs, equipment and personal protective equipment.

## **Reminder of Upcoming Meetings**

- October 8, 2020 – Allegan County Board of Commissioners – 7:00pm
- October 7, 2020 – Plainwell Planning Commission – 7.00pm
- October 13, 2020 – Plainwell DDA/BRA/TIFA Board– 7:30am
- October 12, 2020 – Plainwell City Council – 7:00pm

## **Non-Agenda Items / Materials Transmitted**

- None