

City of Plainwell

Richard Brooks, Mayor
Zelda Schippers
EJ Hart
Tracee Dunlop
Adam Hopkins
Nick Larabel
Paul Rizzo
Jim Turley
Erik Wilson



Department of Administration Services
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Plainwell, Michigan 49080
Phone: 269-685-6821
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“The Island City”

AGENDA DDA/TIFA/BRA City Hall Council Chambers April 9, 2019 7:30 AM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes/Summary – 03/12/19 Meeting Minutes**
5. **General Public**
6. **Chairman’s Report**
7. **BRA Action Items**
 - A. Accounts Payable for March of \$1257.03
8. **DDA Action Items**
 - A. Accounts Payable for March of \$545.92
 - B. Revolving Loan Quarterly Report
9. **TIFA Action Items**
 - A. Accounts Payable for March of \$704.04
 - B. MEDC Certified Business Park – recertification
10. **Communications:** 02/25/19 and 03/11/19 Council Minutes. Also the Financial Report/Summary as of 03/31/19
11. **Public Comments**
12. **Staff Comments:**
 - Sesquicentennial Event for April – Papermaking Workshop at the Library
 - Community Events – April 13 Egg Hunt
 - New Business – Ace Insurance, Sun Theatre suite 5
 - Business Updates – Energy Mill is closing, brownfield property

The Island City

Total # of Commercial businesses

	Commercial Business break down:
17	Accommodations/Apartments/Senior Living
7	Education
4	Grocery
6	Medical
12	Dining/Pubs/Treats
15	Retail
53	Service
9	Worship
123	total

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

Minutes
Plainwell DDA, BRA and TIFA:
March 12, 2019

1. Call to Order - Meeting called to order at 7:33 a.m. by Rizzo
2. Pledge of Allegiance
3. Roll Call
Members Present: Jim Turley, Paul Rizzo, Erik Wilson, Adam Hopkins
EJ Hart. Members Zelda Schippers, Mayor Rick Brooks, Tracee Dunlop
Excused: Nick Larabel
4. Approval of Minutes of Motion by Rizzo, seconded by Hart to approve 1-09-19 minutes. Motion carried.
5. General Public: David O'Bryant, new owner of 126 E. Bridge St. Online jewelry supply company and will have a small show room w/retail hours.
6. Chairman's Report: None
7. BRA Action Items
 - A. **Motion to accept accounts payable for February of \$551.66 was made by Schippers and seconded by Dunlop. Motion carried.**
8. DDA Action Items
 - A. **Motion to accept accounts payable for February of \$610.78 was made by Schippers and seconded by Brooks. Motion carried.**
 - B. Fiber Optic Cable information – work to be done on March 18 & 19 in north east parking lot. Fiber Optic Cables being run to Hiemstra's affecting the 8 spots of the parking lot.
9. TIFA Action Items
 - A. **Motion to accept accounts payable for February of \$1,186.60 was made by Turley and seconded by Hart. Motion carried.**
10. Communications:
01/28/19 and 02/11/19 Council Minutes and 2/28/19 Financial Report were accepted and placed on file.
11. Public Comments: None
12. Staff Comments: Community Development Manager reported our:
 - a. Sesquicentennial events for April.
 - b. Update on the Lost Raven, 200 E. Bridge St. new roof and cosmetic clean up. Owners are getting ready to market the building through a real estate firm.

13. Member Comments:

- a. Hart asked about the dumpsters, when they will be moved and who would be handling the collaboration of the dumpsters. City Manager, Erik Wilson responded that it was on the businesses to make that happen.
- b. Schippers asked about the timeline for stripping and resurfacing of the parking lot. City Manager, Wilson responded that at this time the city does not have a timeline secured. CDM, Siegel will email the final copy of the parking lot stripping to the board.

Adjournment: A Motion by Hart supported by Dunlop to adjourn the meeting at 8:11a.m. was made and passed.

Submitted by Denise Siegel, Community Development Manager

DRAFT

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY - BRA					
Dept 000 OPERATIONS					
443-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	MARCH 2019 DENTAL/VISION INSURANCE	32.37	13529
443-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	MARCH 2019 HEALTH INSURANCE PREMIUMS	547.86	13536
443-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	APRIL 2019 DENTAL/VISION INS	32.37	13613
443-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSURANCE	MARCH 2019 LIFE INS	2.82	13572
443-000-743.000	Uniforms	CONTINENTAL LINEN SERVICES	2019 - 02 DPW UNIFORM/RUGS/MISC	3.80	13618
443-000-801.013	Professional Services - Attorney	BLOOM SLUGGETT PC	ATTORNEY FEES FEB 2019	400.00	13633
443-000-930.000	Repair/Maintenance (Outside)	OTIS ELEVATOR COMPANY	3/1/19 - 5/31/19 SERVICE ELEVATOR IN TR	135.75	13573
443-000-930.000	Repairs and Maintenance-Land & B	LOCK MASTER SECURITY LLC	SOUTH SIDE OF MILL LOCK W/ KEYS	100.00	13593
443-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	FEB 2019 COMPUTER SUPPORT	2.06	13566
Total For Dept 000 OPERATIONS				1,257.03	
Total For Fund 443 BROWNFIELD REDEVELOPMENT AUTHORITY -				1,257.03	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 443 BROWNFIELD REDI	1,257.03
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Total For All Funds:	<u>1,257.03</u>
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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA					
Dept 000 OPERATIONS					
494-000-228.023	Due to State - Sales Tax	STATE OF MICHIGAN	MARCH 2019 SALES USE AND WITHHOLDING TF	3.63	1525
494-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	MARCH 2019 DENTAL/VISION INSURANCE	26.23	13529
494-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	MARCH 2019 HEALTH INSURANCE PREMIUMS	260.78	13536
494-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	APRIL 2019 DENTAL/VISION INS	26.23	13613
494-000-775.000	Supplies - Repairs and Maintenanc	PLAINWELL ACE HARDWARE	DUCT TAPE DDA	6.99	13630
494-000-900.000	Printing and Publishing	KAECHELE PUBLICATIONS INC	FEB 2019 PLAINWELL SECTION	70.00	13586
494-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	FEB 2019 COMPUTER SUPPORT	2.06	13566
494-000-956.000	Chamber Dinner - 5 seats	OTSEGO-PLAINWELL CHAMBER C	Chamber Dinner - 5 seats	150.00	1523
Total For Dept 000 OPERATIONS				545.92	
Total For Fund 494 DOWNTOWN DEVELOPMENT AUTHORITY DDA				545.92	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 494 DOWNTOWN DEVELC	545.92
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Total For All Funds:	<u>545.92</u>
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March 31, 2019

CITY OF PLAINWELL
 OUTSTANDING REVOLVING LOANS
 AS OF March 31, 2019

RECIPIENT	ORIGINAL LOAN	ORIGINAL LOAN DATE	STATUS	LAST PAYMENT DATE	PRINCIPAL PAID TO DATE	INTEREST PAID TO DATE	DELQ AMOUNT	DELQ DAYS	LOAN BALANCE	PAYOFF DATE	
Elliott's Remodeling	9,000.00	25-Sep-2008	Paid in Full	5/20/2016	9,000.00	389.75	-	-	-	5/20/2016	- Property sold - paid by Title Company at closing
Island City Computers	5,000.00	3-Jun-2012	Loss	6/2/2016	2,106.95	142.98	2,893.05	1,571	2,893.05		- Agreed to start \$50/month payments March 2016 - made 2 payments of \$50 since then
CPR Properties 2013	10,000.00	30-May-2013	Paid in Full	9/13/2017	10,000.00	238.14	-	-	-	9/13/2017	
H&H Auto Body LLC	3,500.00	22-Oct-2014	Paid in Full	7/30/2015	3,500.00	14.09	-	-	-	7/30/2015	
Hart's Jewelry	2,550.00	27-Sep-2013	Paid in Full	7/27/2015	2,550.00	25.56	-	-	-	7/27/2015	
London Grill-Plainwell, Inc.	10,000.00	2-Aug-2013	Paid in Full	2/4/2016	10,000.00	188.66	-	-	-	2/4/2016	
Plainwell Flowers	8,000.00	22-Sep-2014	Paid in Full	10/5/2016	8,000.00	109.62	-	-	-	10/5/2016	
Thomas Holmes	7,000.00	23-Jun-2014	Paid in Full	12/5/2018	7,000.00	177.90	-	-	-	12/5/2018	
Total Property Management	10,000.00	7-Jun-2013	Paid in Full	6/4/2018	10,000.00	254.73	-	-	-	6/4/2018	
101 S. Main St.	10,000.00	1-Oct-2013	Late	3/7/2019	8,988.86	295.84	1,011.14	365	1,011.14		
Onalee Boettcher	8,452.37	14-Oct-2015	Paid in Full	1/7/2019	8,452.37	185.02	-	-	-	1/7/2019	
H&H Auto Body 2015	4,350.00	23-Nov-2015	Paid in Full	10/24/2016	4,350.00	21.54	-	-	-	10/24/2016	
Turley Properties LLC	8,000.00	23-Nov-2015	Paid in Full	4/13/2018	8,000.00	147.18	-	-	-	4/13/2018	
RWEats Healthy Living LLC	10,000.00	19-May-2016	Paid in Full	4/13/2018	10,000.00	153.15	-	-	-	4/13/2018	
Barbara Taylor Bechtel	10,000.00	12-Jan-2017	Late	12/7/2018	3,684.29	124.65	604.98	108	6,315.71		
John Roggow	10,000.00	12-Dec-2017	Current	3/5/2019	2,455.38	108.72	-	-	7,544.62		
James Turley	10,000.00	1-Jun-2018	Current	3/27/2019	1,633.24	76.76	-	-	8,366.76		

26,131.28

Loans from G01 Grant
 All others in G03 Grant

35,455.44 = Cash on hand at 12/31/2018

61,586.72

NEW LOAN INFORMATION

RECIPIENT NAME	APPLICANT TYPE	ADDRESS	ZIP	FUNDED BY	LOAN AMOUNT	NAICS CODE	PURPOSE	JOBS CREATED	JOBS SAVED	APPLICATION DATE	CLOSING DATE	TERM (MONTHS)	MATURITY DATE	PAYMENT AMOUNT	INTEREST	RACE	GENDER	ETHNICITY	SOURCE
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INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
 POST DATES 03/01/2019 - 03/31/2019
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 450 INDUSTRIAL PARK TIFA					
Dept 000 OPERATIONS					
450-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	MARCH 2019 DENTAL/VISION INSURANCE	46.72	13529
450-000-715.010	Health Insurance Premiums	PRIORITY HEALTH	MARCH 2019 HEALTH INSURANCE PREMIUMS	546.85	13536
450-000-715.010	Health Insurance Premiums	C.O.P.S. TRUST INSURANCE	APRIL 2019 DENTAL/VISION INS	46.72	13613
450-000-715.015	LIFE INSURANCE	MADISON NATIONAL LIFE INSURANCE	MARCH 2019 LIFE INS	1.69	13572
450-000-801.013	Professional Services - Attorney	BLOOM SLUGGETT PC	ATTORNEY FEES FEB 2019 PART #2	60.00	13633
450-000-930.050	Computer Services	CLARK TECHNICAL SERVICES	FEB 2019 COMPUTER SUPPORT	2.06	13566
Total For Dept 000 OPERATIONS				704.04	
Total For Fund 450 INDUSTRIAL PARK TIFA				704.04	

04/05/2019 11:31 AM

User: JULIE

DB: PLAINWELL

INVOICE GL DISTRIBUTION REPORT FOR CITY OF PLAINWELL
POST DATES 03/01/2019 - 03/31/2019
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 450 INDUSTRIAL PARI	704.04
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Total For All Funds:	<u>704.04</u>
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williams&works

engineers | surveyors | planners

MEMORANDUM

To: City of Plainwell Planning Commission and City Officials
Date: March 5, 2019
From: Andy Moore, AICP
RE: **Proposed Zoning Text Amendments: Paved Parking, Outdoor Storage, and Building Materials**

Overview

For several years, a section of the City of Plainwell's industrial district was certified through the Michigan Economic Developers Association (MEDA) Certified Business Park program. The City, as well as the businesses within the business park, have benefitted from the program's offerings, including promotions, marketing, business attraction, and retention. However, the MEDA recently notified the City that several certification criteria were not being met during its three-year review. MEDA stated that the following three criteria did not meet MEDA standards:

- Improved Parking. Parking must be well-maintained in order to reduce noise, dust, and potholes. At a minimum, all parking areas, driveways, truck turnaround areas, and truck loading/unloading areas will be paved with concrete, asphalt, or other hard surface material.
- Screened Outdoor Storage. Business activities cannot be carried out beyond the confines of the building. In instances when outside storage is necessary, an opaque fence or wall (that is architecturally compatible with the building's finished materials), or landscaping will shield all outdoor items.
- Types of Building Materials. All buildings must be constructed in accordance with all applicable laws, statutes, ordinances, codes, rules, and regulations of all governmental agencies which have jurisdiction. All buildings must be constructed to withstand the normal causes of deterioration with normal maintenance procedures. No temporary buildings are allowed on any grounds of the park. Buildings should be aesthetically pleasing, including finished in materials such as decorative, fluted or finished brick, block, wood, vinyl, glass or decorative metal on sides that face an exterior or internal road.

The purpose of this memo is to present draft language for a series of text amendments to the zoning ordinance for the Planning Commission's review and consideration. If approved, the City would be able to regain the desired business park certification from the MEDA.

Text appearing in black represents existing ordinance text, text appearing in red represents proposed ordinance text, and text in ~~strike through~~ represents existing ordinance text proposed to be removed.

Improved Parking

ARTICLE XIX. OFF-STREET PARKING AND LOADING REQUIREMENTS

Sec. 53-177. OFF-STREET PARKING LOT LAYOUT, CONSTRUCTION AND MAINTENANCE.

G. The surface of the parking lot, including drives and aisles, excepting the buffer strips, shall be constructed of a concrete, ~~or bituminous concrete,~~ asphalt, or other hard surface material acceptable to the Planning Commission surfacing. Lighting shall be arranged to reflect away from residential areas.

Sec. 53-179. OFF-STREET LOADING AND UNLOADING.

E. All loading and unloading areas shall be constructed of a concrete, bituminous concrete, asphalt, or other hard surface material acceptable to the Planning Commission.

Screened Outdoor Storage

ARTICLE II. DEFINITIONS

Sec. 52-3. TERMS AND WORDS DEFINED

OUTDOOR STORAGE. The outdoor placement of goods such as, building or construction materials, equipment, vehicles, trailers and other supplies, for future use, production, assembly, preservation or disposal in conjunction with the operation on site. This definition shall not be construed to include customary vehicles parked within off-street parking areas.

ARTICLE XII. I, INDUSTRIAL DISTRICT

Sec. 53-55. INDUSTRIAL PERFORMANCE STANDARDS.

- J. *Outdoor storage.*
1. Outdoor storage areas for vehicles, materials, and any equipment used in connection with the business shall be completely screened from abutting streets, public rights-of-way, and residential zoning districts by buildings, structures, opaque fences, walls, a continuous landscaped buffer, or a combination of these methods. The Planning Commission shall determine if screening methods are sufficient to effectively screen the storage area(s).
 2. Fences and walls used to screen outdoor storage areas shall be at least six (6) feet in height.

3. Fences and walls used to screen outdoor storage areas shall be constructed of wood, comparable wood substitute, masonry, or another material that is approved by the Planning Commission.
4. All materials used in connection with the business shall be confined to a fenced and screened area or an enclosed building.
5. Except for temporary staging and retrieving of materials and equipment within a fenced and screened outdoor storage area, all work associated with the business shall be conducted indoors.

Types of Building Materials

ARTICLE XII. I, INDUSTRIAL DISTRICT

Sec. 53-55. INDUSTRIAL PERFORMANCE STANDARDS.

K. Building materials.

1. The first-floor wall area of all office building facades facing a street or public right-of-way shall be constructed of brick, stone, fluted block, glass, or similar decorative material as deemed acceptable by the Planning Commission.
2. At least 25 percent of the surface area of any first-floor (or its equivalent height of 12 feet) facing a street or public right-of-way, other than an office façade, shall be constructed of brick, stone, fluted block, glass, or similar decorative material as deemed acceptable by the Planning Commission.
3. Wood may be utilized for decorative and non-structural porticos, canopies, and other attachments.
4. All building exteriors shall be adequately protected from damage by vehicles and internal operations.
5. In recognition of developing technologies in building materials, The Planning Commission may approve other materials in consideration of the following standards:
 - a. Whether or not the finished treatment is compatible with surrounding properties in terms of color and aesthetic.
 - b. The relative scale of the building in terms of height and area.
 - c. The extent to which the building is setback from the street frontage(s) and the amount and quality of landscaping on the street frontage(s) along the buildings.
 - d. Appeals of façade determinations may be made to the Zoning Board of Appeals.

Next Steps

The Planning Commission and City staff should deliberate the proposed text amendments and determine whether action to amend the City's Zoning Ordinance is warranted. If determined to be warranted and the Commission and staff can reach a consensus as to the amendments needed, a public hearing may be set for the March Planning Commission meeting.

As always, please feel free to contact us with questions or concerns any time.

MINUTES
Plainwell City Council
February 25, 2019

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Terry Steele gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-tem Steele, Councilmembers Keeler and Keeney. Absent: Councilman Overhuel
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Keeler, to accept and place on file the Council Minutes and Summary of the 02/11/2019 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.
6. Public Comment: None
7. County Commissioner Report: None
8. Agenda Amendments: None
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. City Manager Wilson reported having worked with Consumers Energy and business owners on South Main to plan a project to upgrade electrical conduit underneath the parking lot behind Plainwell Flowers and Rhino's. The area has been experiencing intermittent power interruptions, so the upgrade is necessary to increase reliability. The project includes an estimated 3- to 4-week trenching phase to lay the conduit and new wiring then a planned 24-hour outage to connect the new infrastructure. Consumers was available to meet with business owners to discuss and review their concerns. During the project, vehicular traffic in the parking lot will be suspended. The city secured temporary delivery parking on South Main with a dedicated spot for Plainwell Flowers. Consumers did confirm the availability of crews on call for emergency repairs and outages during this project. It was also noted that similar work will be needed in the parking area north of M-89 at some time in the future.
Discussion Only, no action required.
 - B. City Manager Wilson and Superintendent Nieuwenhuis reported work, related to the SAW Grant, for cleaning the sewer lines, which involves jetting the lines to push materials through then vacuuming them back out. The vacuum effect could cause water in individual plumbing fixtures to be sucked out, or return excess water into the toilet bowls. The city recommends homeowners and business owners keep toilet lids down to minimize any impacts. It was reported that these issues arise in less than 3% of dwellings affected. The project is considered routine maintenance and has been done in areas as needed over the years, but the city is now maintaining the system city-wide for the first time in many years.
Discussion Only, no action required.
11. Communications:

A. A motion by Steele, seconded by Keeler, to accept and place on file the January 2019 Public Safety Report. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Keeler, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$786,466.03 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None

14. Staff Comments

Clerk/Treasurer Kelley introduced Julie Saukas as the new Utility Billing Specialist/Deputy City Clerk. Julie is a recent resident in Plainwell with her family having relocated from the Grand Haven area. She started training part-time last week.

Personnel Manager Lamorandier reported upcoming union negotiations, an upcoming retirement at the Water Renewal Plant and advertising for seasonal staff for the upcoming seasons.

Superintendent Nieuwenhuis reported having completed a DEQ sanitary survey inspection which resulted in everything looking well taken care of, according to the inspector.

Community Development Manager reported the upcoming Art Hop on March 8 and planning for the Sesquicentennial Celebrations to include a history of the Mill this month with former employees sharing stories. She reported interest from Channel 3 News wanting to report on the stagecoach. She also reported ongoing work toward the Redevelopment Ready Community certification, which is about 90% complete. Finally, she praised a recent training about workplace violence and suggested the training be expended to include more city departments and business owners.

Public Safety Director Bomar reported working with the school on a safety grant to update security.

Clerk/Treasurer Kelley noted the end of property tax collections on February 28, 2019, settling the tax roll with the County on March 1. He also noted training for Julie was going well and the Shirley reported good progress so far.

City Manager Wilson reported having opened bids for the Sherwood Park Restrooms, all of which far exceeded the project budget, so staff was reassessing the options within the grant parameters.

15. Council Comments:

Councilmember Keeler inquired about two (2) downtown vacant buildings. The Plainwell Variety building is not listed for sale and the former Arlene's building is on the market and has been shown, yet the city is not aware of any offers to buy the building.

The Council each welcomed Julie Saukas to the city.

16. Adjournment:

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

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES
Plainwell City Council
March 11, 2019

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Peter Dams from 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, Councilmembers Overhuel, Keeler and 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 02/25/2019 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.
6. Public Comment: None
7. County Commissioner Report:
Commissioner Rick Cain reported the County seeks input on what services should be restored if the County were to seek a Headlee Override ballot initiative.
8. Agenda Amendments: None
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Community Development Manager Siegel discussed a proposal from Nobis for a building height amendment to the zoning code. The engineering firm Williams & Works drafted language for consideration by the Planning Commission at its March 6, 2019 Public Hearing. The language would allow for specific structures of height after proper application and site reviews. The Planning Commission recommends approval.
A motion by Overhuel, seconded by Keeler, to approve the text changes to the Zoning Code related to the building height, as presented. On voice vote, all voted in favor. Motion passed.
 - B. Director Bomar reported repairs required to Truck 11 to put it back into fire service. The repairs involved the transmission and some valves. The City Manager authorized repairs as emergency under the provisions of the Purchasing Policy.
A motion by Keeler, seconded by Keeney, to confirm the emergency purchase for vehicle repairs to the 2000 Spartan Pumper Truck with Valley Truck Parts totaling \$10,250.89. On roll-call vote, all voted in favor. Motion passed.
11. Communications:
 - A. **A motion by Steele, seconded by Overhuel, to accept and place on file the February 2019 Investment and Fund Balance Reports and the draft March 6, 2019 Planning Commission Minutes. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

A motion by Keeler, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$182,241.13 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None

14. Staff Comments

Superintendent Nieuwenhuis reported ongoing sewer vector cleaning as well as pothole cold patching as the weather allows.

Community Development Manager reported the upcoming Chamber Dinner on March 21 at the Comfort Inn. She also reported that the former White Owl building has been sold to a jewelry-crystal online store that seeks to add a local retail component to their business. She also updated Council on recertification work.

Public Safety Director Bomar reported the retirement of Public Safety Officer Aaron Chapman.

Clerk/Treasurer Kelley reported having settled the 2018 Property Tax Roll on March 1 with the County Treasurer. He noted his focus shifts now to the new budget.

City Manager Wilson thanked Officer Chapman and Sewer Operator Jerry Lawrence for their years of service to Plainwell and wished them well in retirement.

15. Council Comments:

Mayor ProTem Steele reported two (2) large potholes.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:18 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

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

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BGDG USED
		AMENDED BUDGET	NORMAL	03/31/2019 (ABNORMAL)	MONTH 03/31/2019	INCREASE (DECREASE)	NORMAL	(ABNORMAL)	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA									
Revenues									
443-000-402.040	Captured Tax - AdVal Real - City Tax	4,609.00		4,609.73		0.00		(0.73)	100.02
443-000-402.041	Captured Tax - AdVal Real - Library	556.00		867.45		0.00		(311.45)	156.02
443-000-402.042	Captured Tax - AdVal Real - Capital Impr	368.00		368.04		0.00		(0.04)	100.01
443-000-402.043	Captured Tax - AdVal Real - Fire Reserve	368.00		368.04		0.00		(0.04)	100.01
443-000-402.044	Captured Tax - AdVal Real - Solid Waste	478.00		478.44		0.00		(0.44)	100.09
443-000-402.047	Captured DDA-SCHOOL	9,359.00		9,358.65		0.00		0.35	100.00
443-000-402.048	Captured Tax - AdVal Real - County (All)	2,223.00		2,234.29		0.00		(11.29)	100.51
443-000-402.060	Captured Tax - AdVal Pers - City	549.00		548.59		0.00		0.41	99.93
443-000-402.061	Captured Tax - AdVal Pers - Library	66.00		103.23		0.00		(37.23)	156.41
443-000-402.062	Captured Tax - AdVal Pers - Capital Impr	44.00		43.80		0.00		0.20	99.55
443-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	44.00		43.80		0.00		0.20	99.55
443-000-402.064	Captured Tax - AdVal Pers - Solid Waste	57.00		56.94		0.00		0.06	99.89
443-000-402.065	Captured Tax - AdVal Pers - County (All)	265.00		265.89		0.00		(0.89)	100.34
443-000-664.020	Interest Earned - Investments	95.00		187.30		31.94		(92.30)	197.16
443-000-676.080	Interfund Transfer In - Capital Improve	75,000.00		56,250.00		6,250.00		18,750.00	75.00
TOTAL REVENUES		94,081.00		75,784.19		6,281.94		18,296.81	80.55
Expenditures									
443-000-703.000	Salaries/Wages - Full Time Employees	33,980.00		20,205.29		2,362.06		13,774.71	59.46
443-000-706.000	Wages - Part Time Employees	272.00		111.21		0.47		160.79	40.89
443-000-713.000	Other Post Employment Benefits	300.00		225.27		25.03		74.73	75.09
443-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	2,486.00		1,456.37		169.82		1,029.63	58.58
443-000-715.010	Health Insurance Premiums	5,164.00		3,849.17		454.49		1,314.83	74.54
443-000-715.012	Health Insurance - FSA - Employer Paid	25.00		11.67		1.51		13.33	46.68
443-000-715.013	Health Insurance - HSA - Employer Paid	2,537.00		1,740.00		0.00		797.00	68.58
443-000-715.015	Life Insurance	34.00		25.41		2.82		8.59	74.74
443-000-718.000	Retirement Benefits	2,941.00		1,742.16		189.10		1,198.84	59.24
443-000-724.000	Medical Insurance Opt Out	175.00		124.98		14.63		50.02	71.42
443-000-743.000	Uniforms	65.00		49.19		3.80		15.81	75.68
443-000-775.000	Supplies - Repairs and Maintenance	100.00		(9.98)		0.00		109.98	(9.98)
443-000-801.000	Engineering Services	2,000.00		0.00		0.00		2,000.00	0.00
443-000-801.013	Professional Services - Attorney	8,000.00		3,754.00		400.00		4,246.00	46.93
443-000-801.030	Professional Services - Audit	353.00		352.52		0.00		0.48	99.86
443-000-830.000	Contractual Reimbursement CRA Activities	14,240.00		8,620.79		0.00		5,619.21	60.54
443-000-910.000	Liability Insurance	4,725.00		4,725.00		0.00		0.00	100.00
443-000-910.010	Workers Comp Insurance	399.00		395.41		0.00		3.59	99.10
443-000-930.000	Repairs and Maintenance-Land & Building	15,000.00		5,485.02		235.75		9,514.98	36.57
443-000-930.015	Administrative Services - Accounting	0.00		200.00		0.00		(200.00)	100.00
443-000-930.050	Computer Services	50.00		29.75		2.06		20.25	59.50
443-000-940.000	Rentals - Equipment	1,500.00		472.58		46.06		1,027.42	31.51
443-908-991.000	Principal Payment - Interfund Loans	14,782.00		11,086.47		1,231.83		3,695.53	75.00
443-908-995.000	Interest Payment - Interfund Loans	1,843.00		1,382.22		153.58		460.78	75.00
TOTAL EXPENDITURES		110,971.00		66,034.50		5,293.01		44,936.50	59.51
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:									
TOTAL REVENUES		94,081.00		75,784.19		6,281.94		18,296.81	80.55
TOTAL EXPENDITURES		110,971.00		66,034.50		5,293.01		44,936.50	59.51
NET OF REVENUES & EXPENDITURES		(16,890.00)		9,749.69		988.93		(26,639.69)	57.72

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
PERIOD ENDING 03/31/2019
% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE		ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2019	(ABNORMAL)	MONTH	03/31/2019	NORMAL	(ABNORMAL)	

PERIOD ENDING 03/31/2019

% Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2019 (NORMAL (ABNORMAL))	MONTH 03/31/2019 (INCREASE (DECREASE))	BALANCE (NORMAL (ABNORMAL))	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
450-000-569.000	Local Grants	61,261.00	59,571.62	0.00	1,689.38	97.24
450-000-664.020	Interest Earned - Investments	889.00	661.62	84.88	227.38	74.42
TOTAL REVENUES		62,150.00	60,233.24	84.88	1,916.76	96.92
Expenditures						
450-000-703.000	Salaries/Wages - Full Time Employees	40,843.00	28,766.59	3,344.32	12,076.41	70.43
450-000-706.000	Wages - Part Time Employees	816.00	463.27	34.56	352.73	56.77
450-000-713.000	Other Post Employment Benefits	14.00	10.80	1.20	3.20	77.14
450-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	3,059.00	2,074.07	238.44	984.93	67.80
450-000-715.010	Health Insurance Premiums	5,208.00	3,911.83	478.98	1,296.17	75.11
450-000-715.012	Health Insurance - FSA - Employer Paid	102.00	45.79	5.84	56.21	44.89
450-000-715.013	Health Insurance - HSA - Employer Paid	2,503.00	1,716.00	0.00	787.00	68.56
450-000-715.015	Life Insurance	20.00	15.26	1.69	4.74	76.30
450-000-718.000	Retirement Benefits	2,123.00	1,291.42	188.74	831.58	60.83
450-000-724.000	Medical Insurance Opt Out	277.00	196.92	23.06	80.08	71.09
450-000-801.013	Professional Services - Attorney	0.00	60.00	60.00	(60.00)	100.00
450-000-801.030	Professional Services - Audit	67.00	66.78	0.00	0.22	99.67
450-000-910.000	Liability Insurance	379.00	379.00	0.00	0.00	100.00
450-000-910.010	Workers Comp Insurance	249.00	246.76	0.00	2.24	99.10
450-000-930.000	Repairs and Maintenance-Land & Building	1,800.00	0.00	0.00	1,800.00	0.00
450-000-930.050	Computer Services	50.00	29.75	2.06	20.25	59.50
450-000-940.000	Rentals - Equipment	1,800.00	224.55	0.00	1,575.45	12.48
450-000-956.000	Miscellaneous	400.00	914.75	0.00	(514.75)	228.69
450-000-962.000	Memberships & Dues	0.00	295.00	0.00	(295.00)	100.00
TOTAL EXPENDITURES		59,710.00	40,708.54	4,378.89	19,001.46	68.18
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		62,150.00	60,233.24	84.88	1,916.76	96.92
TOTAL EXPENDITURES		59,710.00	40,708.54	4,378.89	19,001.46	68.18
NET OF REVENUES & EXPENDITURES		2,440.00	19,524.70	(4,294.01)	(17,084.70)	800.19

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

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2019 (ABNORMAL)	MONTH 03/31/2019 INCREASE	(DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA									
Revenues									
494-000-402.030	Captured DDA-CITY	20,969.00		20,969.42		0.00		(0.42)	100.00
494-000-402.031	Captured DDA-LIBRARY	2,526.00		2,706.95		0.00		(180.95)	107.16
494-000-402.032	Captured DDA-Capital Impr	1,674.00		1,673.90		0.00		0.10	99.99
494-000-402.033	Capture DDA-Fire Reserve	1,674.00		1,673.90		0.00		0.10	99.99
494-000-402.034	Capture-DDA-Solid Waste	2,176.00		2,176.09		0.00		(0.09)	100.00
494-000-402.045	Captured DDA-COUNTY	10,115.00		7,987.63		0.00		2,127.37	78.97
494-000-402.060	Captured Tax - AdVal Pers - City	2,717.00		1,917.98		0.00		799.02	70.59
494-000-402.061	Captured Tax - AdVal Pers - Library	327.00		1,599.13		0.00		(1,272.13)	489.03
494-000-402.062	Captured Tax - AdVal Pers - Capital Impr	217.00		153.15		0.00		63.85	70.58
494-000-402.063	Captured Tax - AdVal Pers - Fire Reserve	217.00		153.15		0.00		63.85	70.58
494-000-402.064	Captured Tax - AdVal Pers - Solid Waste	282.00		199.09		0.00		82.91	70.60
494-000-402.065	Captured Tax - AdVal Pers - County (All)	1,310.00		3,104.51		0.00		(1,794.51)	236.99
494-000-569.000	Local Grants	5,500.00		5,668.01		0.00		(168.01)	103.05
494-000-664.020	Interest Earned - Investments	162.00		371.65		36.49		(209.65)	229.41
494-000-694.000	Miscellaneous Revenue	200.00		15.00		0.00		185.00	7.50
494-000-694.022	DDA - Farmers Market Entry Fee	2,500.00		1,630.00		0.00		870.00	65.20
494-000-694.025	DDA - Sale of Merchandise	1,000.00		960.75		70.75		39.25	96.08
494-000-694.026	DDA - Special Event Revenues	600.00		1,160.00		0.00		(560.00)	193.33
494-000-694.036	DDA Donations - Movies in the Park	400.00		500.00		0.00		(100.00)	125.00
TOTAL REVENUES		54,566.00		54,620.31		107.24		(54.31)	100.10
Expenditures									
494-000-703.000	Salaries/Wages - Full Time Employees	17,867.00		11,090.21		1,295.16		6,776.79	62.07
494-000-706.000	Wages - Part Time Employees	1,500.00		841.52		0.00		658.48	56.10
494-000-715.000	Payroll Tax - FICA/Medicare (Social Sec)	1,411.00		829.05		89.85		581.95	58.76
494-000-715.010	Health Insurance Premiums	2,558.00		1,911.09		233.90		646.91	74.71
494-000-715.013	Health Insurance - HSA - Employer Paid	1,321.00		906.00		0.00		415.00	68.58
494-000-715.015	Life Insurance	2.00		0.00		0.00		2.00	0.00
494-000-718.000	Retirement Benefits	346.00		98.25		5.70		247.75	28.40
494-000-724.000	Medical Insurance Opt Out	47.00		33.63		3.94		13.37	71.55
494-000-775.000	Supplies - Repairs and Maintenance	2,000.00		40.15		6.99		1,959.85	2.01
494-000-801.000	Engineering Services	5,200.00		0.00		0.00		5,200.00	0.00
494-000-801.030	Professional Services - Audit	67.00		66.78		0.00		0.22	99.67
494-000-900.000	Printing and Publishing	3,000.00		3,159.00		70.00		(159.00)	105.30
494-000-910.000	Liability Insurance	484.00		484.00		0.00		0.00	100.00
494-000-910.010	Workers Comp Insurance	84.00		83.24		0.00		0.76	99.10
494-000-930.000	Repairs and Maintenance-Land & Building	500.00		224.00		0.00		276.00	44.80
494-000-930.050	Computer Services	50.00		29.75		2.06		20.25	59.50
494-000-940.000	Rentals - Equipment	650.00		106.99		0.00		543.01	16.46
494-000-956.000	Miscellaneous	1,850.00		240.97		150.00		1,609.03	13.03
494-000-956.021	Special Events	2,000.00		325.02		0.00		1,674.98	16.25
494-000-957.022	DDA Farmers Market Expense	1,000.00		510.00		0.00		490.00	51.00
494-000-957.025	DDA Christmas Ornament Costs	800.00		657.72		0.00		142.28	82.22
494-000-957.036	DDA Movies in the Park	1,500.00		1,639.00		0.00		(139.00)	109.27
494-000-960.000	Education & Training - Professional	500.00		0.00		0.00		500.00	0.00
494-000-962.000	Memberships & Dues	3,100.00		375.00		0.00		2,725.00	12.10
494-908-991.000	Principal Payment - Interfund Loans	11,550.00		8,662.50		962.50		2,887.50	75.00
494-908-995.000	Interest Payment - Interfund Loans	711.00		533.25		59.25		177.75	75.00
TOTAL EXPENDITURES		60,098.00		32,847.12		2,879.35		27,250.88	54.66

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2018-19		YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		AMENDED BUDGET	NORMAL	03/31/2019 (ABNORMAL)	MONTH 03/31/2019	INCREASE (DECREASE)	NORMAL	(ABNORMAL) BALANCE	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA									
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:									
	TOTAL REVENUES	54,566.00		54,620.31		107.24		(54.31)	100.10
	TOTAL EXPENDITURES	60,098.00		32,847.12		2,879.35		27,250.88	54.66
	NET OF REVENUES & EXPENDITURES	(5,532.00)		21,773.19		(2,772.11)		(27,305.19)	393.59
	TOTAL REVENUES - ALL FUNDS	210,797.00		190,637.74		6,474.06		20,159.26	90.44
	TOTAL EXPENDITURES - ALL FUNDS	230,779.00		139,590.16		12,551.25		91,188.84	60.49
	NET OF REVENUES & EXPENDITURES	(19,982.00)		51,047.58		(6,077.19)		(71,029.58)	255.47

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 75.07

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GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2019 NORMAL (ABNORMAL)	MONTH 03/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA						
Revenues						
TAXES	TAXES	18,986.00	19,346.89	0.00	(360.89)	101.90
INTEREST	INTEREST & RENTS	95.00	187.30	31.94	(92.30)	197.16
TRANSFER	FUNDS TRANSFERS	75,000.00	56,250.00	6,250.00	18,750.00	75.00
TOTAL REVENUES		94,081.00	75,784.19	6,281.94	18,296.81	80.55
Expenditures						
000	OPERATIONS	94,346.00	53,565.81	3,907.60	40,780.19	56.78
908	DEBT SERVICE	16,625.00	12,468.69	1,385.41	4,156.31	75.00
TOTAL EXPENDITURES		110,971.00	66,034.50	5,293.01	44,936.50	59.51
Fund 443 - BROWNFIELD REDEVELOPMENT AUTHORITY - BRA:						
TOTAL REVENUES		94,081.00	75,784.19	6,281.94	18,296.81	80.55
TOTAL EXPENDITURES		110,971.00	66,034.50	5,293.01	44,936.50	59.51
NET OF REVENUES & EXPENDITURES		(16,890.00)	9,749.69	988.93	(26,639.69)	57.72

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BGD USED
		AMENDED BUDGET	03/31/2019 NORMAL (ABNORMAL)	MONTH 03/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 450 - INDUSTRIAL PARK TIFA						
Revenues						
INTEREST	INTEREST & RENTS	889.00	661.62	84.88	227.38	74.42
OTHER	OTHER	61,261.00	59,571.62	0.00	1,689.38	97.24
TOTAL REVENUES		62,150.00	60,233.24	84.88	1,916.76	96.92
Expenditures						
000	OPERATIONS	59,710.00	40,708.54	4,378.89	19,001.46	68.18
TOTAL EXPENDITURES		59,710.00	40,708.54	4,378.89	19,001.46	68.18
Fund 450 - INDUSTRIAL PARK TIFA:						
TOTAL REVENUES		62,150.00	60,233.24	84.88	1,916.76	96.92
TOTAL EXPENDITURES		59,710.00	40,708.54	4,378.89	19,001.46	68.18
NET OF REVENUES & EXPENDITURES		2,440.00	19,524.70	(4,294.01)	(17,084.70)	800.19

REVENUE AND EXPENDITURE REPORT FOR CITY OF PLAINWELL
 PERIOD ENDING 03/31/2019
 % Fiscal Year Completed: 75.07

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

GL NUMBER	DESCRIPTION	2018-19	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	03/31/2019 NORMAL (ABNORMAL)	MONTH 03/31/2019 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA						
Revenues						
TAXES	TAXES	44,204.00	44,314.90	0.00	(110.90)	100.25
INTEREST	INTEREST & RENTS	162.00	371.65	36.49	(209.65)	229.41
OTHER	OTHER	10,200.00	9,933.76	70.75	266.24	97.39
TOTAL REVENUES		54,566.00	54,620.31	107.24	(54.31)	100.10
Expenditures						
000	OPERATIONS	47,837.00	23,651.37	1,857.60	24,185.63	49.44
908	DEBT SERVICE	12,261.00	9,195.75	1,021.75	3,065.25	75.00
TOTAL EXPENDITURES		60,098.00	32,847.12	2,879.35	27,250.88	54.66
Fund 494 - DOWNTOWN DEVELOPMENT AUTHORITY DDA:						
TOTAL REVENUES		54,566.00	54,620.31	107.24	(54.31)	100.10
TOTAL EXPENDITURES		60,098.00	32,847.12	2,879.35	27,250.88	54.66
NET OF REVENUES & EXPENDITURES		(5,532.00)	21,773.19	(2,772.11)	(27,305.19)	393.59
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		210,797.00	190,637.74	6,474.06	20,159.26	90.44
TOTAL EXPENDITURES - ALL FUNDS		230,779.00	139,590.16	12,551.25	91,188.84	60.49
NET OF REVENUES & EXPENDITURES		(19,982.00)	51,047.58	(6,077.19)	(71,029.58)	255.47