

# 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”

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## AGENDA Plainwell City Council Monday, September 23, 2019 7:00PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary – 09/09/2019 Regular Meeting**
6. **General Public Comments**
  - A. Teen Serve Projects 2020
7. **County Commissioner Report**
8. **Agenda Amendments**
9. **Mayor's Report**
10. **Recommendations and Reports:**
  - A. **Site Plan Review – 121 South Anderson Street**

Council will consider approving a site plan for a building addition at 121 S Anderson Street.
  - B. **Ordinance 383 – Complete Streets Regulations**

Council will consider approving Ordinance 383 to regulate the provisions of Complete Streets.
  - C. **Resolution 19-19 – Public Act 152**

Council will consider adopting the 80%/20% Health Care Cost Option for the Publicly Funded Health Insurance.
  - D. **Resolution 19-20 – Establish OPEB Trust**

Council will consider adopting a resolution to establish a Retiree Health Care Trust.
  - E. **MDOT Invoice for Sherwood Avenue – Progress Billing #2**

Council will consider approving a progress billing from Michigan Department of Transportation for the Sherwood Avenue Project for \$285,449.32.
  - F. **WR – Property Damage Release**

Council will consider authorizing a release from future claims for property damage from Westfield Insurance for \$18,553.00.

### **G. City Hall Computer Purchase**

Council will consider authorizing the purchase of three (3) laptop computers from CDW-G for \$6,203.68 and installation services from Clark Technical Services for \$1,400.00.

11. **Communications:** The August 2019 Public Safety and Water Renewal Reports and the DRAFT Planning Commission Minutes from September 18, 2019.
12. **Accounts Payable - \$108,751.16**
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

### **Reminder of Upcoming Meetings**

- September 26, 2019 – Allegan County Board of Commissioners – 1:00pm
- October 8, 2019 – Plainwell DDA/BRA/TIFA Board – 7:30am
- October 2, 2019 – Plainwell Planning Commission – 7:00pm
- October 14, 2019 – Plainwell City Council – 7:00pm

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

- Notice of Public Hearing – Consumers Energy – October 2, 2019

**MINUTES**  
**Plainwell City Council**  
**September 9, 2019**

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Matt Hooper from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Keeney, Councilmember Overhuel and Councilmember Wisnaski. 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 08/26/2019 regular meeting. On voice vote, all voted in favor. Motion passed.**
6. Dale Burnham, 201 Prairie St, noted discussions around town to honor Mayor Brooks. He reported having heard several options including renaming Sherwood Park or the downtown plaza in the Mayor's honor. While the details have yet to be worked out, he recommended Council offer a motion for the concept of renaming a section of town to honor Mayor Brooks. Councilmember Overhuel said the downtown plaza was a great idea, since the Mayor always enjoyed lighting the Christmas Tree there.  
**A motion by Keeney, seconded by Overhuel, to agree in concept to rename the downtown plaza near the Fountain and Campbell's in honor of Mayor Rick Brooks, with details to follow. On a voice vote, all in favor. Motion passed.**
7. County Commissioner Report:  
Commissioner Rick Cain reported that the County had voted to move forward with modifications to the Courthouse facility and that plans are being drafted.
8. Agenda Amendments: None.
9. Mayor's Report:  
Mayor Keeler noted recent birthdays for Mayor Pro Tem Lori Steele and City Clerk Brian Kelley. He also reported the Paul Warnament had suffered a stroke and asked for prayers for the family. Finally, he reported that the City Manager's evaluation resulted in a 4.97 mark out of a possible 5.00 grade. He noted Manager Wilson is an asset to the community and that he handles the city's money as if it were his own.  
  
City Manager Wilson thanked the Council for their support and said that he loves this community and he thanked the staff.
10. Recommendations and Reports:
  - A. City Manager Wilson noted that as part of the grant application for mill demolition, a public meeting was required, and that it had been some time since the public had an update. He also reported wanting the public's input regarding co-locating power poles, currently along the river, to the north side of M-89. It was suggested September 26 for the public meeting.

**A motion by Steele, seconded by Wisnaski, to set a public meeting for Thursday, September 26, 2019 at 7:00pm in Council Chambers for a Mill Demolition Grant Update. On a voice vote, all in favor. Motion passed.**

11. Communications:

**A. A motion by Steele, seconded by Overhuel, to accept and place on file the August 2019 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

**A motion by Keeney, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$318,420.29 for payment of same. On a roll call vote, all in favor. Motion passed.**

13. Public Comments: None

14. Staff Comments:

Community Development Manager Siegel reported a vintage baseball game will take place September 21 and that the Sherwood Park Restroom will be placed on September 16. She also reported on various site plans and business events in the works.

Superintendent Pond recognized Jeff Gilliland for 20 years of service.

Public Safety Director Bomar briefed Council about active assailant drill trainings.

Clerk/Treasurer Kelley reported that absent voter applications were mailed over the weekend and that the financial auditors will be onsite next week (week of September 16).

15. Council Comments:

Council all thanked Dale Burnham and Pat Shannon for their input in honoring Mayor Brooks.

16. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:27 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 23, 2019

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Brian Kelley, City Clerk

**SUMMARY**  
**Plainwell City Council**  
**September 9, 2019**

1. Mayor Keeler called the regular meeting to order at 7:00 PM in Council Chambers at City Hall.
2. Matt Hooper from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Keeler, Steele, Keeney, Overhuel and Wisnaski. Absent: None.
5. Approved Minutes/Summary of the 08/26/2019 regular meeting.
6. Agreed in concept to rename the downtown plaza near the Fountain and Campbell's in honor of Mayor Rick Brooks.
7. Set a public meeting for Thursday September 26, 2019 at 7:00pm for a Mill Demolition Grant Update.
8. Accepted and placed on file the August 2019 Investment and Fund Balance Reports.
9. Approved Accounts Payable for \$318,420.29.
10. Adjourned the meeting at 7:27 pm.

Submitted by,  
Brian Kelley  
City Clerk/Treasurer



## Preliminary Site Plan Checklist

City of Plainwell Administration Department  
 211 N. Main St. Plainwell, MI 49080  
 269-685-6821  
 Plainwell.org

Project Name: IHSI Addition  
 Parcel Number: 55 – 100 – 041 -10  
 Current Zoning District: Central Business District

Item	Requirement	Shown	NO – N/A
1.	Provide name, address and phone number of applicant	X	
2.	Provide name, address, and phone number and sealed with signatures of Michigan licensed architect, engineer, designer, landscape architect or planner who prepared the plan. Plan should be stamped "Preliminary or titled Preliminary Site Plan	X	
3.	Has <b>the Zoning Permit</b> has been completed?	X	
4.	Include the north arrow, legend, graphic and written scale on all sheets	X	
5.	<b>Include the land description</b>		X
6.	Include the zoning of the site and adjacent parcels	X	
7.	<b>Include the gross land area</b>		X
8.	Include scale	X	
9.	Include Structure location(s) Dimensions of lot and property lines- x Location of all structures on subject and abutting properties- x Location of each proposed structure, w/use(s), w/number of stories, gross building area x Distances between structures and lot lines, setback lines	X	
10.	Include Occupancy type and Fire exits	X	
11.	<b>Parking and Paving</b> Proper number of parking spots/handicap? Location of loading docks/zone? Adequate loading space? Asphalt or gravel requirement met?	X	
12.	<b>Landscaping</b> Location and volume meets requirement for zoning district	X	
13.	<b>Lighting</b> Exterior lighting kept substantially on property?	X	
14.	<b>Traffic Flow (vehicular and pedestrian)</b> Driveway permit needed? No Does traffic circulation provide safe vehicular and pedestrian flow Yes Public safety vehicle access? Yes Fire lanes needed?	Yes Yes	No
15.	<b>Storm Water Retention</b> Location of proposed storm collection area shown? Is it an adequate size?		N/A
16.	<b>Dumpster</b> Location and screening met for zoning district		N/A

Item	Requirement	Shown	No- N/A
17.	<b>Water and Sewer Lines (hookups)</b> Will permits be needed? Size and location of water connections/meter(s) ? Is a backflow preventer required? Size and location of sewer connections? Hydrant location		N/A
18.	Noise, Odor, Particulate, Vibration, Combustible or Hazardous Material Concerns		N/A
19	<b>Signage Plan</b> Describe plan and show signage plan – NO additional signage		N/A
20	<b>Outside Storage</b> Will outside storage be required? Proper screen age and distances met?		N/A
21.	Is Minimum/Maximum Lot Width Requirement Met	X	
22.	Is Minimum/Maximum Lot Area Requirement Met	X	
23.	Is Minimum/Maximum Height Requirement Met	X	
24	Are the Setback Requirements met for the zoning district Front – build to line in CBD Back - Side -	X	
25	<b>Is this a phase Construction? If so</b> Description of each phase: Demo/build/remodel interior	X	
26.	<b>Fire Suppression Considerations (if applicable)</b> Is sprinkler needed or recommended Fire Pump needed ( 3 stories or more)		No No
27.	<b>Is this project in a wellhead Protection/Flood Hazard District?</b>		X
28.	<b>Include a brief description of the project</b> – Addition of 583 sq. ft		

**Reviewed by:**

Community Development Manager	DS 09/06/19
Public Works Superintendent	RN 09/10/19
Director of Public Safety	BB 09/13/19
Waste Water Superintendent	N/A
City Manger	N/A

**Internal Use Only**

**Site Plan Checklist**

Date: 09/06/2019

Permit #: 19-26

Project Name: IHSI Addition

Contact Person: Dan Morris

Site Address: 121 S. Anderson St.

Parcel #: 55 – 100 – 041 -10

Telephone number: 269-685-8114

Email Address: pam@integrativehealthsciences.com

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Approval Date: \_\_\_\_\_ Planning Commission

Approval Date: \_\_\_\_\_ City Commission

1. Minutes sent to applicant

2. Conditions of approval none

A. Soil Erosion and Sedimentation control Permit required from Allegan County Water Resources Commissioner

B. Take care of any Fire Department Concerns

C. Provide a CAD compatible plan

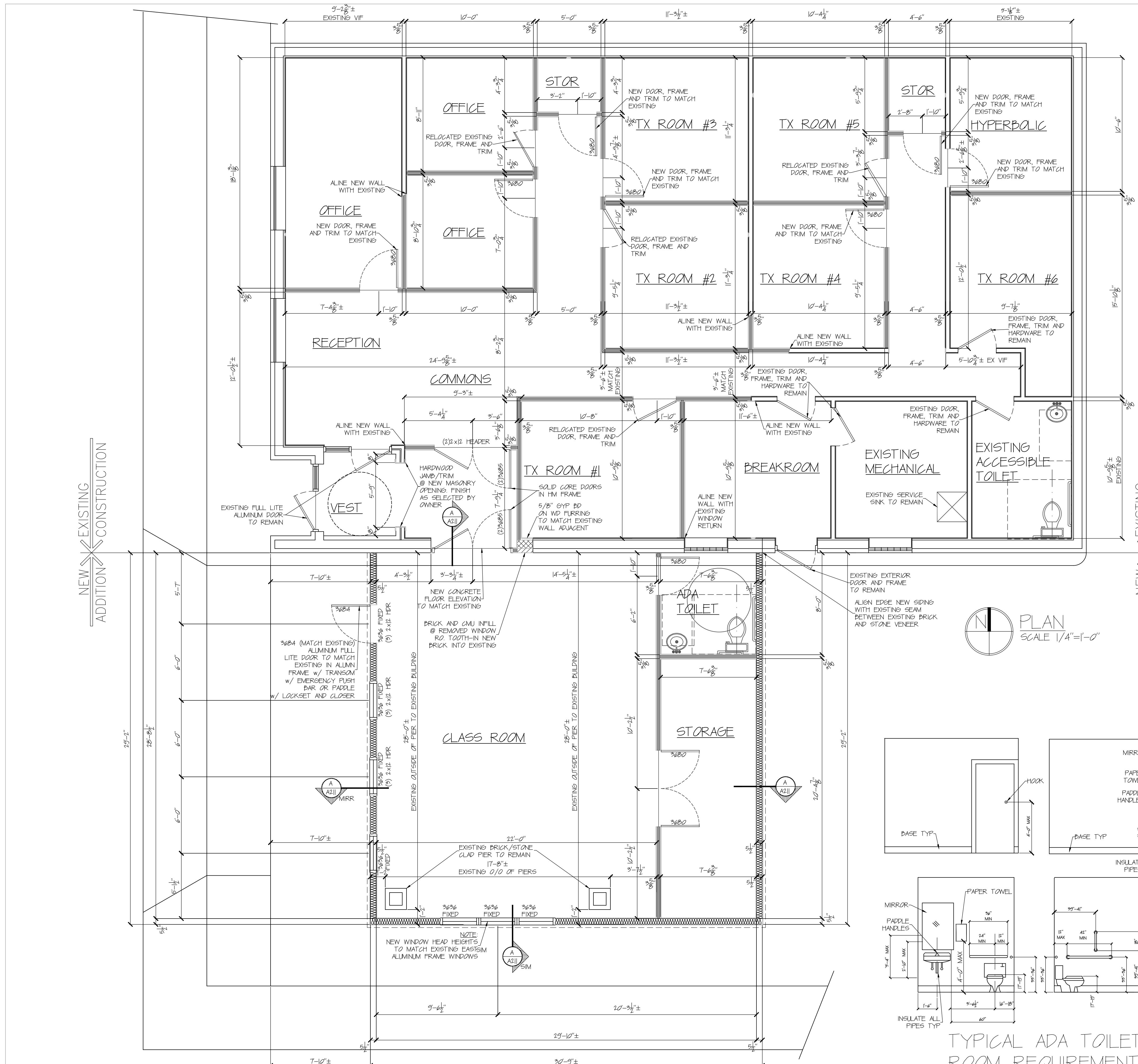
3. Sign Plan Signed by City and Applicant

4. Sealed Site Plans sent to PCI: Date \_\_\_\_\_

5. Site Plan complete: Date \_\_\_\_\_

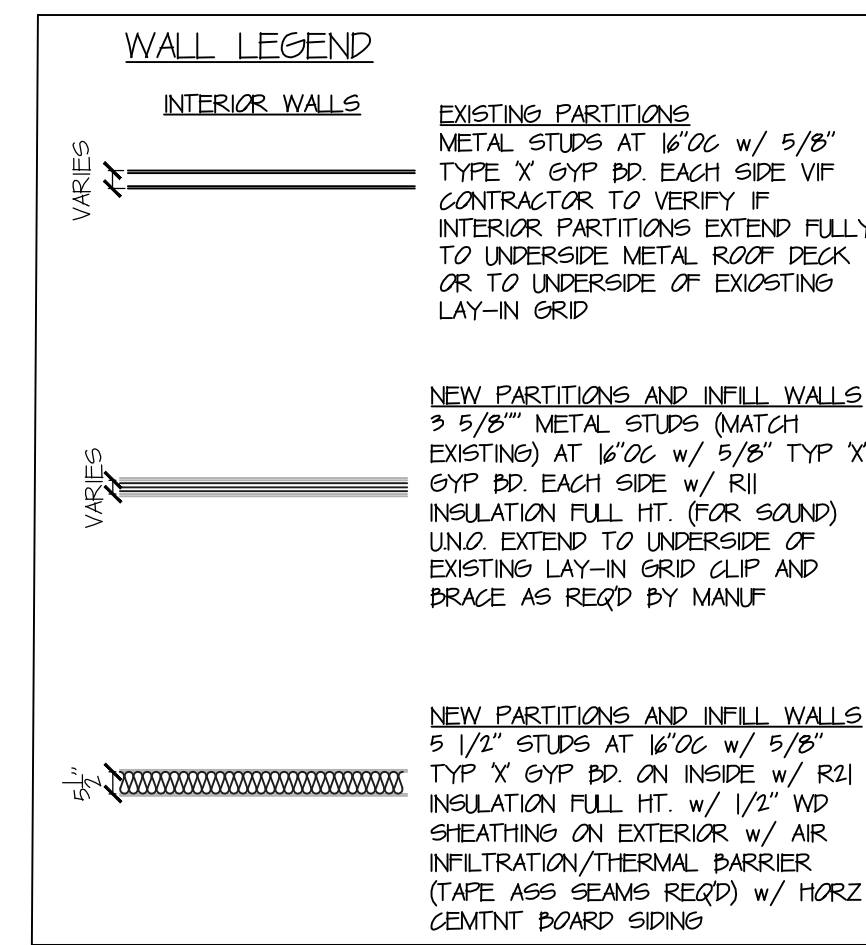
6. Easements Required Private Public Date to City Commission \_\_\_\_\_





**NOTE:**  
 COORDINATE ALL FINISH MATERIALS WITH OWNER IN ALL ROOMS ON ALL LEVELS  
 FINISH FLOORING: TYPE, STYLE, FINISH, COLOR, TEXTURE AND PATTERN  
 WALLS: PAINT COLOR, FINISH  
 CEILING: PAINT COLOR, FINISH AND TEXTURE  
 KITCHEN CABINETS: STYLE, MATERIAL, COLOR, FINISH, PATTERN AND SPECIALTIES  
 COUNTERTOPS: MATERIAL, COLOR, PATTERN AND TEXTURE/FINISH  
 TRIM: STYLE, COLOR, FINISH, MATERIAL TO BE SELECTED BY OWNER

**NOTE:**  
 DUE TO THE NATURE OF THIS PROJECT BEING A RENOVATION OF AN EXISTING BUILDING NOT ALL DIMENSIONS MAY BE ACCURATE AS NOTED. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO FIELD VERIFY ACTUAL CONDITIONS BEFORE WORK BEGINS. IT IS ALSO THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS PRIOR TO THE START OF WORK AND TO NOTIFY THE ARCHITECT OF ANY IRREGULARITIES



- GENERAL NOTES:**
- DO NOT SCALE DRAWINGS. USE WRITTEN DIMENSIONS ONLY. NOTIFY ARCHITECT OF ANY DISCREPANCIES FOR CLARIFICATION.
  - ALL WORK IS TO BE ACCOMPLISHED TO MEET ALL CURRENT LOCAL, STATE AND FEDERAL CODES AND ALL AUTHORITIES HAVING JURISDICTION.
  - THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS AND NOTIFY THE ARCHITECT OF ANY DISCREPANCIES PRIOR TO CONSTRUCTION.
  - THE CONTRACTOR IS RESPONSIBLE FOR THE LOCATION AND COORDINATION OF ALL WIRING, SWITCHES, PIPING AND PLUMBING WITH THE VARIOUS TRADES.
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR BUILDING THIS PROJECT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS UNLESS HE RECEIVES A WRITTEN NOTIFICATION FROM THE ARCHITECT.
  - THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL NECESSARY PERMITS.
  - INSULATION AND INSULATION ASSEMBLIES SHALL MEET THE REQUIREMENTS OF SECTION R316, MICHIGAN BUILDING CODE, 2015 EDITION.
  - CONTRACTOR SHALL PROVIDE SAFETY GLAZING IN HAZARDOUS LOCATIONS AS DEFINED BY THE MICHIGAN BUILDING CODE 2015.
  - INSTALL SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS IN ACCORDANCE TO SECTION R902 OF THE MICHIGAN BUILDING CODE 2015.
  - GENERAL CONTRACTOR SHALL VERIFY FINISH FLOORING - STYLE AND COLOR PRIOR TO ORDERING.
  - GENERAL CONTRACTOR SHALL VERIFY WALL COVERING AND BASE STYLE AND COLOR PRIOR TO ORDERING WITH OWNER.
  - DOORS AND FRAMES SHALL BE PROVIDED BY THE GENERAL CONTRACTOR AND FINISHED AND INSTALLED BY THE GENERAL CONTRACTOR UNO. ALL DOORS TO BE INSTALLED WITH MIN 6" ON HINGE AND/OR STRIKE SIDE OF DOOR SEE PLANS.
  - UNLESS NOTED OTHERWISE, ALL EXTERIOR DIMENSIONS TAKE FROM FACE OF STUDS TO FACE OF STUDS UNO.
  - VERIFY ALL EASEMENTS AND SETBACK RESTRICTION WITH LOCAL GOVERNING AUTHORITY PRIOR TO LOCATING FOUNDATION.
  - ALL ROOF PENETRATIONS INCLUDING SACKS, VENTS, ETC. SHALL BE OBTAIN FROM FRONT ELEVATION VIEW.
  - CONTRACTOR SHALL FIELD VERIFY ALL EXISTING CONDITIONS PRIOR TO CONSTRUCTION.
  - REMOVE ALL SIGNAGE FROM DOORS & WINDOWS, CLEAN
  - FINISH COLOR AND STYLE OF EXTERIOR/INTERIOR DOORS AND FRAMES TO BE MATCH EXISTING OR AS SELECTED BY OWNER.
  - FINISH AND COLOR OF INTERIOR WINDOWS, WINDOW FRAMES AND TRIM TO BE SELECTED BY OWNER.
  - UNLESS NOTED OTHERWISE ALL INTERIOR DIMENSIONS ARE FROM FACE OF STD TO FACE OF STD.
  - UNLESS NOTED OTHERWISE ALL INTERIOR FINAL FINISHES TO BE SELECTED BY OWNER. E. FLOORING COVERINGS, PAINT (COLOR), WALL COVERINGS ETC.

**PLEASE NOTE:**  
 SCHULTZ ARCHITECTURE ASSUMES NO LIABILITY FOR ANY STRUCTURE OR PLANS CONSTRUCTED FROM THIS DRAWING. IT IS THE RESPONSIBILITY OF THE PURCHASER OF THIS PLAN TO PERFORM THE FOLLOWING BEFORE BEGINNING ACTUAL CONSTRUCTION.

- BUILDER OR CONTRACTOR MUST VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION, AND/OR ORDERING.
- CONTRACTOR MUST VERIFY COMPLIANCE WITH ALL LOCAL CODES IN THE AREA WHERE THE HOME IS TO BE CONSTRUCTED.
- PLANS INDICATE LOCATIONS ONLY. ENGINEERING ASPECTS SHOULD INCORPORATE ACTUAL SITE CONDITIONS.
- PURCHASER OF THIS PLAN ASSUMES LIABILITY FOR ANY MODIFICATIONS MADE TO THE LAYOUT OF THIS PLAN.
- SCHULTZ ARCHITECTURE WAS NOT CONTRACTED TO PROVIDE ANY MECHANICAL, ELECTRICAL OR HVAC PLANS AND ASSUMES NO LIABILITY FOR ANY WORK IN THESE AREAS.
- SCHULTZ ARCHITECTURE WAS NOT CONTRACTED FOR THE KITCHEN DESIGN OR LAYOUT OR FOR THE SERVICE ARE DESIGN OR LAYOUT.

**CODE:**  
 2015 MICHIGAN BUILDING CODE  
 2015 MICHIGAN RESIDENTIAL CODE  
 2015 MICHIGAN REHABILITATION CODE FOR EXISTING BUILDINGS  
 2009 IBC-A111 ACCESSIBILITY AND USABLE BUILDINGS AND FACILITIES  
 2015 MICHIGAN UNIFORM ENERGY CODE  
 2017 EDITION OF NATIONAL ELECTRICAL CODE - NEC  
 2015 EDITION OF MICHIGAN PLUMBING CODE  
 2015 MICHIGAN PART 30 MECHANICAL CODE

**CONSTRUCTION TYPE:**  
 BUILDING: 2B NON COMBUSTIBLE EXTERIOR WALLS  
 COMBUSTIBLE INTERIOR (NOT SPRINKLER PROTECTED)  
 EXISTING BUILDING HAS BRICK/BLOCK EXTERIOR WALLS

**NEW ADDITION 5B COMBUSTIBLE EXTERIOR WALLS**

**ALLOWABLE BUILDING AREA:**  
 FOR B TYPE 5B (ASSUMING ENTIRE BUILDING TYPE 5B)  
 1 STORIES AND 9,000sqft (NOT SPRINKLED)

**PARKING:**  
 EXISTING PARKING TO REMAIN  
 (EXISTING STREET AND MUNICIPAL PARKING WITHIN 100 FEET)

**STORM WATER MANAGEMENT:**  
 EXISTING TO REMAIN

**OWNER:**  
 KEITH DORGAN  
 (269) 815-1349  
 kdor9@acehardware.com

**CONTRACTOR:**  
 TPD

**ARCHITECT:**  
 JONATHAN D. SCHULTZ  
 SCHULTZ ARCHITECTURE  
 813 S SOUTH STREET  
 KALAMAZOO, MI 49007  
 (269) 615-2597  
 WWW.SCHULTZDESIGNLLC.COM  
 STATE OF MI 1301042312 EXPIRES 10/31/2020

**BUILDING USE AND OCCUPANCY CLASSIFICATION:**  
 EXISTING BUILDING: GROUP B-BUSINESS (PROFESSIONAL SERVICES)  
 CHANGE OF USE TO: NO CHANGE

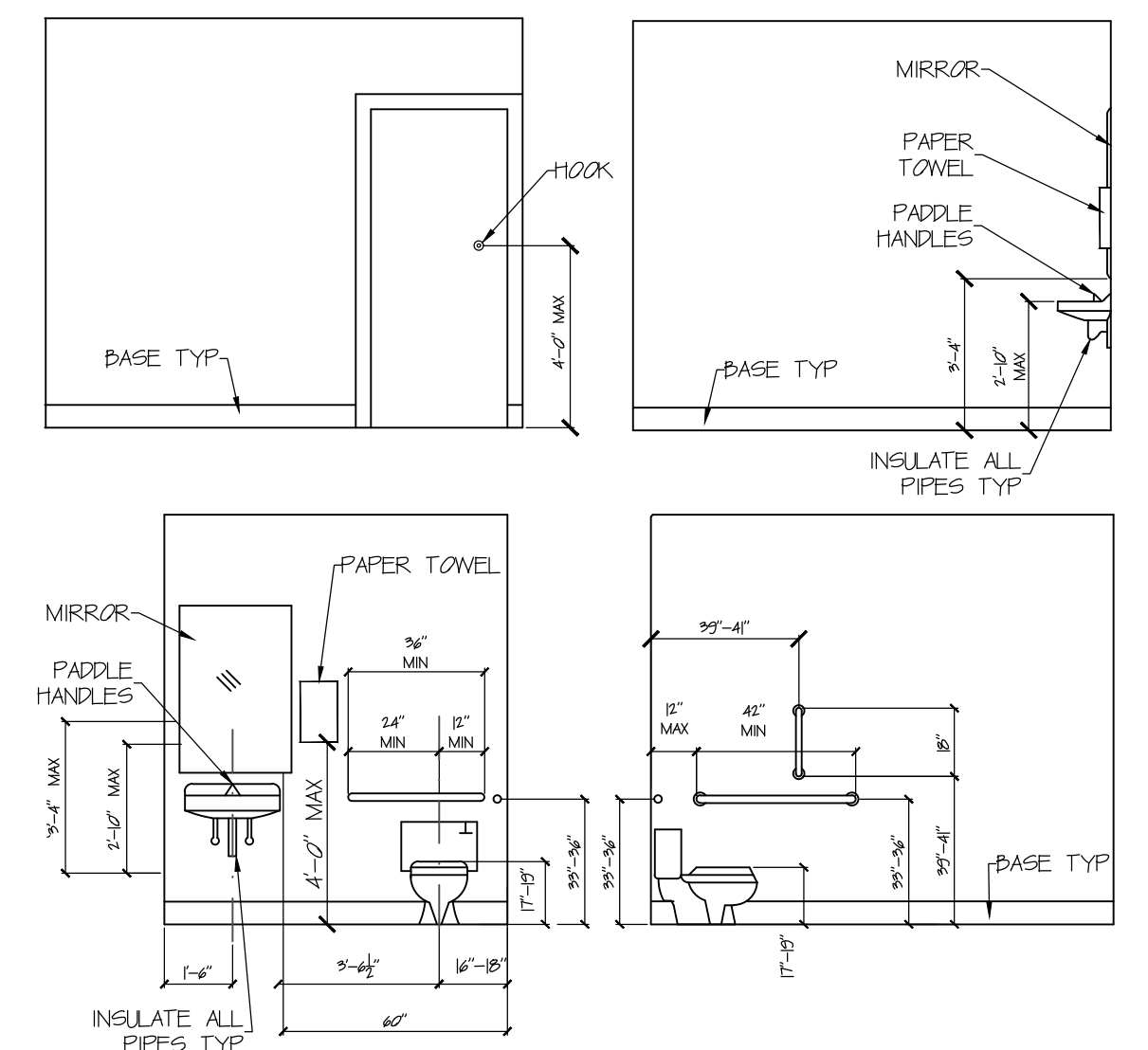
**GROSS AREA:**  
 EXISTING BUILDING: 2560sqft  
 NEW ADDITION: 8905sqft

**OCCUPANT LOAD: (OCCUPANT LOAD TO BE POSTED)**

**CALCULATED OCCUPANT LOAD:**  
 TOTAL GROSS AREA 2490sqft / 70 = CALCULATED 345 OCCUPANTS  
 WITH ASSUMED MAXIMUM STAFF COUNT OF 4. TOTAL OCCUPANT LOAD IS 345

**REQUIRED PLUMBING FIXTURE COUNT:**

TOILETS:	MALE/FEMALE	1 PER 75	REQUIRED: 1 (ONE) PROVIDED: 2 (TWO)
KAVATOILES:	MALE/FEMALE	1/200	REQUIRED: 1 (ONE) PROVIDED: 2 (TWO)
SERVICE SINK:		1 REQUIRED	REQUIRED: 1 (ONE) PROVIDED: 1 (EXISTING)



CITY OF PLAINWELL  
ALLEGAN COUNTY, MICHIGAN  
ORDINANCE #383

**AN ORDINANCE TO REGULATE THE PROVISION OF COMPLETE STREETS IN THE  
CITY OF PLAINWELL, ALLEGAN COUNTY, MICHIGAN**

**WHEREAS**, the “Complete Streets” guiding principle is to promote a safe network of access for pedestrians, bicyclists, transit users, motorists, and users of all ages and abilities; and

**WHEREAS**, as a matter of policy consistent with the City of Plainwell Master Plan, City officials should integrate and implement the “Complete Streets” guiding principle; and

**WHEREAS**, the planned “River to River” Interurban trail between Kalamazoo and Grand Rapids will pass through the City and further reinforces the need for policy; and

**WHEREAS**, the City of Plainwell Master Plan states that a transportation system needs to meet the needs of all types of users – motorists, pedestrians, bicyclists, transit users, and individuals with disabilities; and

**WHEREAS**, walking and bicycling are non-motorized transportation options that enhance health through physical activity and help reduce air pollution; and

**WHEREAS**, other jurisdictions and agencies nationwide have adopted Complete Streets legislation including the U.S. Department of Transportation, the State of Michigan (Bills HV 6151 and 6152), and numerous Michigan communities such as Lansing, Flint, Jackson, Midland, Dexter, and Saline; and

**WHEREAS**, the promotion of capital improvements that are planned, designed and constructed to encourage walking, bicycling, and transportation options increases the general safety and welfare for all of the City of Plainwell’s citizens; and

**WHEREAS**, complete streets can result in increased safety for non-motorized users, improved public health, a cleaner environment, mobility, equity, and enhanced quality of life through increased modal choices and more inviting streets.

**NOW, THEREFORE, THE CITY OF PLAINWELL ORDAINS:**

**SECTION 1. PREAMBLE**

That the City of Plainwell Code of Ordinances is hereby amended by adding at the end thereof Chapter 57, Complete Streets, to read as follows:

**SECTION. 2. DEFINITIONS**

“Complete streets” is defined as a design principle to promote a safe network of access for pedestrians, bicyclists, and motorists of all ages and abilities.

“Complete streets infrastructure” means design features that contribute to a safe, convenient, or comfortable travel experience for users, including but not limited to features such as sidewalks, shared use paths (sharrows), bicycle lanes, automobile travel lanes, paved shoulders, street trees, and landscaping, planting strips, curbs, accessible curb ramps, bulb outs, crosswalks, refuge islands, pedestrian, bike, and traffic signals, including countdown accessible signals, signage, street furniture, bicycle parking facilities, and traffic calming devices.

“Street” means any right-of-way, public or private, including arterials, connectors, alleys, ways, lanes, and roadways as well as bridges, tunnels, and any other portion of the transportation network.

“Street project” means the means the construction, reconstruction, retrofit, maintenance, alteration, or repair of any Street, and includes the planning, design, approval, and implementation processes.

“Users” mean individuals that use Streets, including pedestrians, bicyclists, motor vehicle drivers, public transportation riders and drivers, and people of all ages and abilities, including children, youth, families, older adults, and individuals with disabilities.

**SECTION 3. REQUIREMENT OF INFRASTRUCTURE ENSURING SAFE TRAVEL**

- a. The City of Plainwell shall make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve public Streets and the transportation network for all Users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.
- b. Every Street Project on public Streets shall incorporate Complete Streets Infrastructure sufficient to enable reasonably safe travel along and across the right-of-way for each category of Users; provided, however, that such infrastructure may be excluded, upon

written approval by the City Manager, where documentation and data indicate that 1) use by non-motorized Users is prohibited by law; 2) the cost would be excessively disproportionate to the need or probable future use over the long term; 3) there is an absence of current or future need; or 4) inclusion of such infrastructure would be unreasonable or inappropriate in light of the scope of the project.

- c. As feasible, the City of Plainwell shall incorporate complete streets infrastructure into existing public Streets to improve the safety and convenience of Users and construct and enhance the transportation network for each category of Users.
- d. If the safety and convenience of Users can be improved within the scope of pavement resurfacing, restriping, or signalization operations on public streets, such projects shall implement Complete Streets Infrastructure to increase safety for Users.
- e. At the planning stage, the City of Plainwell shall work with local residents, business operators, neighboring jurisdictions, school districts, students, property owners, and other stakeholders who will be directly affected by a Complete Streets project.
- f. The City of Plainwell shall review and either revise or develop proposed revisions to all appropriate plans, laws, procedures, rules, regulations, guidelines, programs, templates, and design manuals to integrate, accommodate, and balance the needs of all Users in all Street Projects on public Streets.
- g. The City of Plainwell shall rely upon the current editions of street design standards and guidelines that promote and support Complete Streets.
- h. Training in how to integrate, accommodate, and balance the needs of each category of Users shall be provided for planners, civil and traffic engineers, project managers, plan reviewers, inspectors, and other personnel responsible for the design and construction of Streets, as available.
- i. The City of Plainwell shall create a Complete Streets Project Map that shall guide community investment in complete streets infrastructure and include suggested cross section details. This infrastructure shall be determined through a public involvement process and determine planned or proposed projects including, but not limited to, the following: proposed sidewalks, proposed bike lane connectors, proposed sharrows, and proposed non-motorized paths. In lieu of a Complete Streets Project Map, the Non-Motorized Plan located in the Plainwell Master Plan may be utilized as a substitute.

#### **SECTION 4. STATUTORY CONSTRUCTION & SEVERABILITY**

- a. This Ordinance shall be construed so as not to conflict with applicable federal or state laws, rules, or regulations. Nothing in this Ordinance authorizes any City agency to impose any duties or obligations in conflict with limitations on municipal authority established by federal or state law at the time such agency action is taken.

- b. In the event that a court or agency of competent jurisdiction holds that a federal or state law, rule, or regulation invalidates any clause, sentence, paragraph, or section of this Ordinance or the application thereof to any person or circumstances, it is the intent of the Ordinance that the court or agency sever such clause, sentence, paragraph, or section so that the remainder of this Ordinance remains in effect.

Section 5. Effective Date. This Ordinance shall take effect 15 days after its publication.

Yeas:

Nays:

Abstain:

Absent:

### CERTIFICATION

This is true and complete copy of Ordinance No. 383 which was adopted at a regular meeting of the Plainwell City Council held on September 23, 2019.

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Brad Keeler, Mayor

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Brian Kelley, City Clerk

Adopted: September 23, 2019

Published: October 3, 2019

Effective: October 18, 2019

## City of Plainwell

### Notice of Adoption of Amendments to the City of Plainwell Code of Ordinances

TO: THE RESIDENTS AND PROPERTY OWNERS OF THE CITY OF PLAINWELL,  
ALLEGAN COUNTY, MICHIGAN, AND ANY OTHER INTERESTED  
PERSONS:

PLEASE TAKE NOTICE that at its regular meeting on September 23, 2019 at 7:00PM at the Plainwell City Hall, 211 N Main Street, Plainwell, MI, the Plainwell City Council adopted Ordinance #383, an ordinance regulating the provision of complete streets in the City of Plainwell.

Ordinance #383 establishes regulations for complete streets in the City of Plainwell, including definitions of facilities, and requirements of infrastructure ensuring safe travel. Complete streets are design features that contribute to a safe, convenient, or comfortable travel experience for all users, including but not limited to features such as sidewalks, shared use paths, bicycle lanes, automobile travel lanes, paved shoulders, street trees, and landscaping. The Ordinance requires that all public streets incorporate complete streets infrastructure enabling reasonably safe travel by all users, provided, however, that such infrastructure may be excluded, upon written approval by the City Manager, where documentation and data indicate that complete streets are prohibited by law, excessive in cost disproportionate to need, there is an absence of current or future need, or inclusion of infrastructure is unreasonable or inappropriate in light of the scope of the project.

This Ordinance shall take effect 15 days from the publication of this Notice of Adoption.

The foregoing Ordinance was duly adopted at a meeting of the Plainwell City Council held on the 23rd of September, 2019. The publication of this summary of the ordinance is intended to meet the requirements for publication as authorized under the provisions of Public Act No. 182 of the Public Acts of 1991, State of Michigan. No further publication of the ordinance is required or contemplated by the City. A true and complete copy of the ordinance can be inspected or obtained at the office of the City Clerk, 211 N. Main St., Plainwell, Michigan.

Brian Kelley  
City Clerk

DATED: September 24, 2019

**Resolution 19-19**

**RESOLUTION TO ADOPT 80%/20% EMPLOYER/EMPLOYEE HEALTH CARE COST OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT**

**WHEREAS**, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011;

**WHEREAS**, the Act contains three options for complying with the requirements of the Act;

**WHEREAS**, the three options are as follows:

- 1) Section 3 - "Hard Caps" Option - limits a public employer's total annual health care costs for employees based on coverage levels, as defined in the Act;
- 2) Section 4 - "80%/20%" Option - limits a public employer's share of total annual health care costs to not more than 80%. This option requires an annual majority vote of the governing body;
- 3) Section 8 - "Exemption" Option - a local unit of government, as defined in the Act, may exempt itself from the requirements of the Act by an annual 2/3 vote of the governing body;

**WHEREAS**, the Plainwell City Council has decided to adopt the 80%/20% option as its choice of compliance under the Act, as noted in Resolution 13-12, and as adopted with the City's most recent Annual Budget, Resolutions 19-16 and 19-17;

**NOW, THEREFORE, BE IT RESOLVED** the *City Council* of the *City of Plainwell* confirms its prior elections to comply with the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, by adopting the 80%/20% option for the medical benefit plan coverage year *August 1, 2019* through *July 31, 2020*.

Yeas:

Nays:

Absent:

**RESOLUTION DECLARED ADOPTED:**

**CERTIFICATION**

As its Clerk/Treasurer, I, Brian Kelley, certify that this is a true and complete copy of a resolution adopted by the City Council of the City of Plainwell, Allegan County, Michigan, at a regular meeting held on Monday, September 23, 2019.

Date: September 24, 2019

\_\_\_\_\_  
Brian Kelley, Clerk/Treasurer



## "The Island City"

## MEMORANDUM

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

TO: Erik J. Wilson, City Manager  
FROM: Brian Kelley, City Clerk/Treasurer  
DATE: September 20, 2019  
SUBJECT: City of Plainwell Retiree Health Care Fund

---

**ACTION RECOMMENDED:** The City Council should consider adopting Resolution 19-20 to establish a City of Plainwell Retiree Health Care Trust, and authorize the City Manager to execute all documents related to the approved action.

For several years, the city has been designating funds to be set aside for retiree health care costs included in collective bargaining agreements. Public Act 202 of 2017 requires public employers to make contributions to a trust for employees hired after July 1, 2018 who are eligible for post-retirement health care benefits. For the city's year ended June 30, 2019, there were two employees hired who are eligible for these benefits and, accordingly, the city is required to establish this trust.

Council approval is needed to set up a City of Plainwell Retiree Health Care Trust, for which Council would serve as trustees. An oversight committee consisting of the City Manager, Personnel Manager, City Treasurer, one member from the employee group and a representative from Council, as appointed by the Mayor, would handle the functional requirements of the trust.

The city's contribution amounts into the trust would be determined annually based on actuarial computations. The city's current actuarial contractor, Watkins Ross, recommends using Burnham & Flower to administer the Trust. The trust would be established effective June 30, 2019.

A copy of the a draft resolution and information from Burnham & Flower is included in the Council packet and it is recommend that Council adopt the policy and authorize the City Manager to execute all documents related to the approved action.



## RESOLUTION 19-20

### RESOLUTION FOR THE ESTABLISHMENT OF A CITY OF PLAINWELL RETIREE HEALTH CARE FUND TRUST

**Whereas**, the City Council of the City of Plainwell, Michigan (“Board”), a Michigan public corporation, desires to establish an irrevocable trust, as provided for the Public Employee Health Care Fund Investment Act, 1999 PA 149, MCL 38.1211 to 38.1216, for the accumulation and investment of funds for the purpose of funding health care benefits to the retirants and the beneficiaries of retirants of the Board; and

**Whereas**, the irrevocable trust, the City of Plainwell Retiree Health Care Fund Trust, is to be created as an Internal Revenue Code Section 115 trust agreement;

**Now, Therefore be it Resolved**, the Board hereby establishes the City of Plainwell Retiree Health Care Fund Trust (Trust) effective June 30, 2019. Withdrawals from the Trust are solely restricted to the payment of health care benefits on behalf of qualified persons and the payment of expenses of administration of the Trust; and

**Now, Therefore be it Further Resolved**, the City Treasurer is hereby designated as a qualified person for the purposes of payment of health care benefits from the Trust and as such is authorized to direct payment of the monies from the Trust for the benefit of the eligible retirants enrolled in the retiree health care benefit program; and in accordance with the terms and conditions of the Trust and related retiree health care benefit program documents;

**Now, Therefore be it Further Resolved**, the Board shall serve as the fund’s investment fiduciary and may employ professional services to support the Board’s responsibility; and

**Now, Therefore be it Further Resolved**, the Board approves the investment of the assets of the Trust in accordance with the Public Employee System Investment Act, 1965 PA 314, MCL 38.1132 to 38.1140; and

**Now, Therefore be it Further Resolved**, the City Council

- serves as Trustees of the Trust and does hereby authorize any one Trustee of the Trust individually to act in any or all business related to the Trust; and
- approves and authorizes the City Manager/Administrator as Trustee signature on the Retiree Health Insurance Section 115 Trust Agreement with Burnham & Flower Group, Inc. and on other related agreements; and

- authorizes City Manager/Administrator to act as the Administrator for the Trust and execute documents and agreements related to the Trust on behalf of the employer; and
- authorizes the City Manager/Administrator, the City Treasurer, the Personnel Manager, a member of the employee groups included in the Trust, and a City Council representative appointed by the Mayor, to serve as the committee for the Trust and the City Manager/Administrator to execute documents and agreements related to the Trust; and
- establishes the Trust on an actuarial basis.

Yeas:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED:

CERTIFICATION

As its Clerk/Treasurer, I, Brian Kelley, certify that this is a true and complete copy of a resolution adopted by the City Council of the City of Plainwell, Allegan County, Michigan, at a regular meeting held on Monday, September 23, 2019.

Date: September 24, 2019

---

Brian Kelley, Clerk/Treasurer

*You Serve Others.*

*We Serve You.*

*Since 1966*

# One solution for Navigating OPEB



Trust Compliance



Administration



Money Management

Prepared for:  
**City of Plainwell**

...from one source

**Burnham & Flower**  
INSURANCE GROUP

800-748-0554

# Our history

Homer J. Flower and Duane F. Burnham, a former Township supervisor and road commissioner, founded the Burnham & Flower Insurance Group in 1966. The Company was established primarily to provide retirement programs to Michigan township officials and employees. Since then, evolving from one agency into six separate corporations, and serving over 2,600 municipalities in Michigan, Ohio, Indiana & Illinois, Burnham & Flower (B&F) has grown to be one of the largest municipal insurance organizations in the Midwest.

Our Agency provides top-of-the-line products in categories such as life, health, dental, vision, short- and long-term disability, retiree benefits, retirement programs and services, property & liability insurance and workers' compensation to name a few. And with the advent of the Governmental Accounting Standards Board's (GASB) proclamation requiring public entities to include other post-employment benefits (OPEBs) on your balance sheets, we worked diligently to navigate the new OPEB reporting requirements so we could develop a comprehensive, turnkey solution to help you meet your obligations. What's more, the products we represent and the services we provide are designed to be highly flexible to meet your unique and changing needs.

We at B&F pride ourselves on providing our clients the highest level of customer service and support. As one of our customers, you benefit from having an entire team of professionals, including account managers, customer-service experts, administrative personnel and company representatives, looking out for your best interests. In addition, we go the extra mile to help educate our customers and provide added support and service in areas such as human resources and risk management.





# Product Information



The B&F OPEB Solution program was designed with flexibility to meet the unique needs of your municipality while providing you with a simple, turnkey solution.

## The Trust

Written under Section 115 of the IRS code, the trust is irrevocable and is written to comply with PA 149 of 1999, which lays out the investment parameters for healthcare funds.

## Administration

B&F's in-house administration team is positioned to provide you and your plan participants with prompt, courteous and professional service. The administrators will process contributions and claims and monitor your plan for required amendments and updates.

## Record-keeping

Record-keeping and custodian services are provided in conjunction with the investment management company. Services provided include plan sponsor web access, quarterly statements, daily valuation services and distribution processing.

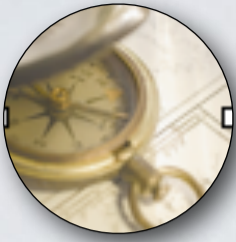
## Investment Strategy & Management

CLS Investments has more than 90 years of combined investment experience and currently manages over \$6.5 billion in assets. They provide a customized investment approach designed to meet the needs and expectations of your municipality and participants.

## Customer Service & Support

The B&F team provides service that is second to none. Whether you require a board-level plan review, participant enrollment or plan education, or simply need assistance completing a form, the B&F team is here to support you.

In addition, B&F can offer your organization OPEB liability and benefit-cost reduction solutions by completing a thorough benefits review and developing alternative plan design options.



# Product Information

## PRODUCT OPTIONS:

### 1. OPEB Funding Solution

The OPEB Funding Solution provides an employer-level funding vehicle used to offset liabilities and pay future retiree OPEB costs.

- The employee determined funding level and contribution frequency.
- Contributions are irrevocable and dedicated to funding benefits.
- There are no contribution limits.

### 2. The POST Employment Medical Reimbursement Program (POST Plan)

The POST Plan is an employer-sponsored, participant-level account enabling active employees the accumulate money to use for future medical expenses incurred during retirement.

- Similar to a defined contribution retirement plan, the employer defines the eligibility, contribution amounts and vesting.
- Irrevocable contributions are invested and accumulate on a tax-free basis during employment and are available for tax-free reimbursements of qualified medical expenses (defined in IRS Pub 502) during retirement.
- Funds may be used by the participant and their dependents.
- Qualified medical expenses include insurance premiums, deductibles, co-pays, and prescriptions.



# Frequently Asked Questions

## **Will our trust comply with PA 149 of 1999?**

Yes, the trust and related plan documents have been written to comply with the provisions of PA 149. The management of your trust's assets will also comply with the public act's investment requirements.

## **How are the asset-based charges calculated and paid?**

All advisory fees are billed quarterly, in arrears on a calendar quarter basis based on the market value of all managed assets on the last trading day of each advisory-fee period. The advisory fees will be automatically withdrawn each advisory-fee period unless instructions are received at account inception for the plan to be invoiced.

## **Can assets from other section 115 trusts or similar programs be transferred into the B&F program?**

The B&F program will accept transfers from similar programs. You will need to review your other plan's documents to determine whether it allows for transfers to other plans.

## **How often will we receive statements for our account?**

Statements are generated on a monthly and quarterly basis. The plan sponsor has on-demand access to account activity, custom reporting and investment performance through a secure, web-based portal.

## **Is there a minimum investment or contribution amount?**

There are no minimum investment or contribution requirements for the B&F program.

## **How are reimbursements or withdrawals processed?**

Reimbursements and trust withdrawals are processed through the B&F in-house administration department on a weekly basis.

## **How are contributions processed?**

You may remit your contributions via check or ACH directly to the custodian. If the post-employment medical reimbursement program is used, an allocation breakdown must be provided with your contribution. B&F will work with you establish an efficient method for submitting this data that works best with your internal processes.

The fee for this program is 0.50% paid as a percent of trust assets. This fee covers all services provided by Burnham & Flower, Constellation Trust Company and CLS including:

- Trust administration and document maintenance
- Third-party administration services
- Optional OPEB plan design and consulting services
- Ongoing service and support
- Recordkeeping and custodian services
- CLS investment and portfolio management

The program fee listed above does not include underlying fund expenses.

The purpose of this proposal is to explain the applicable OPEB Solutions benefits offered by B&F. It is merely descriptive and should be used for reference purposes only. This proposal does not constitute or bind an agreement for products or services and the information contained herein is subject to change at any time.

Specific questions regarding any terms or conditions herein should be referred to the OPEB Solutions Director, Amber Howes at [ahowes@bfgroup.com](mailto:ahowes@bfgroup.com) or 800.748.0554.



# Notes

A large, empty, light green rounded rectangular box with a thin grey border, occupying most of the page below the title. It is intended for the user to write their notes.

All products and services from a single source

**BENEFIT  
SOLUTIONS**

- Group Health
- Group Life
- Group Voluntary Life
- Dental
- Paid on Call Fire
- LTD/STD

**RETIREMENT  
SOLUTIONS**

- Pension
- Defined Contribution
- Deferred Compensation
- Retirement Planning Services

**PROPERTY &  
LIABILITY  
SOLUTIONS**

- Property & Liability Coverage
- Workers Compensation
- Bonds

**ADMINISTRATIVE  
SERVICES**

- FSA, Section 125
- COBRA
- PA 106 Compliance
- Pension
- HRA, HSA & Debit Cards

**OPEB SOLUTIONS**

- Post Employment Reimbursement Program
- OPEB Funding Vehicle

...from one source

**Burnham & Flower**  
INSURANCE GROUP

800-748-0554

STATEMENT	Customer Name	PAGE 1
	CITY OF PLAINWELL	
Remit to: State of Michigan Attn: Finance Cashier P.O. Box 30648 Lansing MI 48909	Customer Account Number	Statement Closing Date
	MDOT00276	09-04-19
	AR Dept/BPRO	Due Date
	591:ACT51	10-04-19
		Amount Enclosed

Bill to:  
CITY OF PLAINWELL  
PLAINWELL CITY TREASURER  
211 NORTH MAIN STREET  
PLAINWELL MI 49080

Payment Method: Check  Money Order

Please write Customer Account No. on front of Check or Money Order.  
DO NOT MAIL CASH

Please check if address has changed. Write correct address on back of stub and attach with payment.

Please detach the above stub and return with your remittance payable to Dept. of Transportation

**Transportation**



**ORIGINAL**

Customer Account Number	Statement Closing Date
MDOT00276	09-04-19
Customer Name	IF YOU HAVE ANY QUESTIONS, PLEASE CALL
CITY OF PLAINWELL	

**Current Period Charges**

Description	Date	Transaction ID	Charges
-	08-30-19	CARE1591REIM19001552	\$11,587.49
-	08-30-19	CARE1591REIM19001552	\$273,861.83

**Important Customer Information**

CONTACT :	591
-----------	-----

**MDOT**  
**Michigan Department of Transportation**  
**Statement Date: 09/09/2019**

MDOT00276 - CITY OF PLAINWELL

**Program:** 133174CON

**Federal Project:** 1900497

**Description:** HMA surface removal and replacement including new aggregate base, water main improvements, sanitary and storm sewer improvements, ADA compliant concrete sidewalk and sidewalk ramps, pavement marking, slope restoration, and all related work.;N. Sherwood Ave

**Phase: 01 Construction Contract**

Funding Profile	Fed Pro Rata	Jrnl Description
-----------------	--------------	------------------

A00039	81.85	2019-5140 PLAINWELL		
	<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>	<b>Balance Due</b>
<b>Federal</b>	374,590.75	123,853.02		
<b>Local</b>	148,464.84	27,464.04	0.00	11,587.49

Funding Profile	Fed Pro Rata	Jrnl Description
-----------------	--------------	------------------

A00040		2019-5140 PLAINWELL		
	<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>	<b>Balance Due</b>
<b>Local</b>	517,813.16	300,536.45	0.00	273,861.83

**Phase: 03 Advertising**

Funding Profile	Fed Pro Rata	Jrnl Description
-----------------	--------------	------------------

A00039	81.85			
	<b>Current Budget</b>	<b>Cash Expenditures</b>	<b>Collected</b>	<b>Balance Due</b>
<b>Federal</b>	409.25	37.77		
<b>Local</b>	90.75	8.37	0.00	0.00

Vendor Code	Vendor Legal Name	Vendor Alias/DBA Name
MDOT00276	CITY OF PLAINWELL	

**Instruction:** Instruction: Remit this listing of Balance Due by Program with the payment. Payments will be applied to all programs with a balance due, unless otherwise noted.

**Statement Date:** 09/09/2019

- Pay in Full (default if neither box is checked)  
 Manual allocation specified by Program in Paid Amount below

**Remittance information:**

State of Michigan  
 Attention: Finance Cashier  
 P.O. Box 30648  
 Lansing, MI 48909

Program	Balance Due
133174CON -	285,449.32

CITY OF PLAINWELL  
TRACKING OF SHERWOOD AVENUE BILLINGS

ACTIVITY	DATE	A00039 Construction		A00039 Advertising		A00040 Construction		Unreconciled	Total	FEDERAL	LOCAL	Streets - 202- 463-970.023	Sewer - 590-970 972.000	Water - 591-970 972.000
		Federal	Local	Federal	Local	Local								
Original Budget		374,590.75	148,464.84	409.25	90.75	517,813.16		(500.00)	1,040,868.75	375,000.00	665,868.75			
Change Order 1	7/30/2019	-	-	-	-	-		-	-	-	-			
Change Order 2	8/5/2019	-	-	-	-	(9,511.43)		-	(9,511.43)	-	(9,511.43)			
Adjusted Budget		374,590.75	148,464.84	409.25	90.75	508,301.73		(500.00)	1,031,357.32	375,000.00	656,357.32			
Progress Bill 1	8/16/2019	71,597.56	15,876.55	37.77	8.37	26,674.62		-	114,194.87	71,635.33	42,559.54	21,279.77	9,363.10	11,916.67
Progress Bill 2	8/30/2019	52,255.46	11,587.49	-	-	273,861.83		-	337,704.78	52,255.46	285,449.32	142,724.66	62,798.85	79,925.81
		123,853.02	27,464.04	37.77	8.37	300,536.45		-	451,899.65					



September 12, 2019

BRIAN POND  
CITY OF PLAINWELL  
129 FAIRLANE ST  
PLAINWELL, MI 49080-1272

Re: Insured: RIGHT WAY LLC  
Claim Number: 0001956424  
Date of Loss: May 10, 2018

Dear Brian:

Please sign the enclosed Release in the presence of a Notary Public or two witnesses and return it to us. The Release verifies the amount of payment agreed on by you and Westfield.

We will send you a check to pay for your claim when we receive the properly signed and notarized or witnessed Release. All pages of the Release must be returned.

If you have any questions concerning your claim or our request, please do not hesitate to contact me. Thank you.

Sincerely,

Mark Oswald  
Casualty Claim Specialist  
MarkOswald@westfieldgrp.com  
Office: 800-243-0210 x4594605  
Fax: 330-887-4268  
Mobile: 260-760-2795

Enclosure(s)

**RELEASE FOR PROPERTY DAMAGE ONLY**

CITY OF PLAINWELL (herein Releasor) suffered damage to his/her property as a result of an accident occurring on or about May 10, 2018, at or near 129 FAIRLANE ST, PLAINWELL, MI 49080-1272 and involving RIGHT WAY LLC (herein Releasee(s)); and Releasor is willing to release the Releasee(s) from all past, present and future claims for such property damage, on the terms set forth herein.

For and in consideration of the payment of EIGHTEEN THOUSAND FIVE HUNDRED FIFTY-THREE dollars and no/100 (\$18,553.00), (herein the Settlement Amount), the receipt of which is hereby acknowledged, Releasor, being of lawful age, releases and discharges Releasee(s) from any and all claims, demands, and causes of action that Releasor ever had, has or will have for property damage, known or unknown, arising from the above described accident.

It is understood that this release shall inure to the benefit of the Releasee(s) and the heirs, legal representatives, successors, assigns and insurers of Releasee(s), and that this release shall bind Releasor and his/her heirs, legal representatives, successors and assigns.

It is also understood that payment of the Settlement Amount is not to be construed as an admission of liability by Releasee(s) or anyone else and that the Settlement Amount is made in full, complete and final satisfaction and discharge of all claims, demands and causes of action by reason of the damage to the property mentioned above.

Releasor acknowledges that he/she fully understands the terms of this release and that it represents the entire agreement between Releasee(s) and him/her.

Payment of the Settlement Amount shall be to:

CITY OF PLAINWELL

\$18,553.00

THE UNDERSIGNED HAS READ OR HAD READ TO HIM/HER THE FOREGOING RELEASE AND FULLY UNDERSTANDS AND ACCEPTS IT.

RELEASOR(S) SIGNATURE(S)

\_\_\_\_\_  
Releasor's Signature Date Signed

\_\_\_\_\_  
Releasor's Signature Date Signed

WITNESSES SIGNATURE(S)

\_\_\_\_\_  
Witness' Signature Witness' Signature

\_\_\_\_\_  
Printed Name Printed Name

\_\_\_\_\_  
Address Address

\_\_\_\_\_

NOTARY PUBLIC

STATE OF \_\_\_\_\_ )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public in and for said state, personally appeared \_\_\_\_\_ who executed the foregoing instrument and acknowledged that he/she did sign the foregoing instrument and that the same is his/her free act and deed.

\_\_\_\_\_  
Notary Public





P. O. Box 151455  
Grand Rapids, MI 49515-1455  
(616) 301-3650  
(888)-309-9555  
FAX (616) 364-7616

[info@arbor-consultants.com](mailto:info@arbor-consultants.com)  
[www.arbor-consultants.com](http://www.arbor-consultants.com)

---

September 3, 2019

Westfield  
PO Box 5005  
Westfield Center, Ohio

Attn: Mr. Mark Oswald, AIC

Re: City of Plainwell Wastewater Treatment Plant  
Tree Appraisals

Dear Mr. Oswald:

Thank you for the opportunity to provide plant appraisals for the City of Plainwell Wastewater Treatment Plant. Per your request, on August 28th, 2019, I visited the treatment plant property located at 129 Fairlane St., Plainwell, Michigan to appraise the seven damaged spruce trees.

During my tree inspection, I photographed the tree site, measured the size of the seven damaged spruces and assessed their conditions.

The trees in question are all Norway spruce, *Picea abies*. There were seven total trees to appraise as determined by a prior evaluation by Mr. Ben Yost of Arborist Services of Kalamazoo, LLC. Six of the damaged trees are part of an evergreen hedge located along the south fence line. They form a privacy screen for the wastewater treatment facility. The seventh tree is located in the northwest corner of the parking lot for Aubree's Pizza and Grill Restaurant. (See enclosed Photos)

The damaged spruce trees appeared to be in good overall health prior to the soil contamination.

All plant appraisals and calculations were made in adherence to the guidelines set forth by the Council Of Tree & Landscape Appraisers. These guidelines are outlined in the Guide for Plant Appraisal, 9<sup>th</sup> Edition and the Michigan Tree Valuation Guide, Eleventh Edition.

Details of the plant appraisal calculations are on the enclosed Field Form Report.

**The total appraised value for the damaged trees is \$9,523.00.**

Enclosed is information pertaining to tree appraisal methods and the Field Appraisal Report.

If there are any questions or if I can be of further assistance, please let me know.

Respectfully,

Vic Foerster  
Certified Arborist MI-0014 / ASCA, Member

Encls:



Aubree's Restaurant Tree



Example of Tree Line Damaged Tree

# TREE APPRAISAL FIELD NOTES

## INFORMATION FOR REPLACEMENT COST AND/OR TRUNK FORMULA METHOD

**Appraised Value = Basic Value x Condition X Location**

**Basic Value = Replacement Cost + (Basic Price X [TA<sub>A</sub> - TA<sub>R</sub>])**

For a replacement-size tree use **Replacement Cost** (1) adjusted by **Condition** (7) and **Location** (8) to obtain the **Appraised Value** (9).

**Date: August 28, 2019**

### PLAINWELL WASTEWATER TREATMENT PLANT

129 Fairlane St., Plainwell, MI

Tree#	Street Address	Species	Trunk Dia./Cir. In./cm	Replacement Cost (1)	Species % (5)	Condition % (7)	Location % (8)	Appraised Value (9)	Additional Notes
3	129 Fairlane	Norway spruce	9"	\$2,450.00	80%	75%	60%	\$882.00	
7	129 Fairlane	Norway spruce	9"	\$2,450.00	80%	75%	60%	\$882.00	
11	129 Fairlane	Norway spruce	11"	\$3,321.00	80%	75%	60%	\$1,197.00	
12	129 Fairlane	Norway spruce	8"	\$2,050.00	80%	75%	60%	\$738.00	
13	129 Fairlane	Norway spruce	12"	\$3,789.00	80%	75%	60%	\$1,364.00	
14	129 Fairlane	Norway spruce	8"	\$2,050.00	80%	75%	60%	\$738.00	
	618 W. Allegan	Norway spruce	20"	\$8,219.00	80%	75%	70%	\$3,452.00	

### CERTIFICATION

<b>Total =</b>	<b>\$9,523.00</b>
----------------	-------------------

I certify that all the statements of fact in this Field Report Guide are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Appraiser \_\_\_ Victor M. Foerster

This form is published as an aid in determining plant values. While this form provides a detailed format for determining value, the integration of facts needed to determine value requires a high degree of knowledge and experience. This form is intended for use by or in consultation with adequately trained personnel. CTLA and its Sponsoring Organizations accept no liability for values determined through use of this form.

**CTLA's Sponsoring Organizations**

American Association of Nurserymen • 1250 I Street, N.W. • Suite 500 • Washington, DC 20005 • (202) 789-2900

American Society of Consulting Arborists • 5130 West 101<sup>st</sup> Circle • Westminster, CO 80030-2314 • (303) 466-2722

Associated Landscape Contractors of America • 12200 Sunrise Valley Drive • Suite 150 • Reston, VA 22091 • (703) 620-6363

International Society of Arboriculture • P. O. Box GG • Savoy, IL 61874 • (217) 355-9411

National Arborist Association • P. O. Box 1094 • Amherst, NH 03031 • (603) 673-3311

A publication of the International Society of Arboriculture.

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## TREE APPRAISAL METHODS OVERVIEW

### Plants Have Value

*“Plants are living things engaged in the most profound creativity in the world. Because of their photosynthetic processes, plants are essential to most other organisms. Their beauty, interaction with other organisms, and spiritual contributions are important to humans, but these attributes are difficult to quantify economically. Whether they occur naturally or have been introduced, trees and landscape plants perform basic engineering, architectural, and environmental functions. Most human interest in plants becomes tangible and quantifiable when viewed in terms of these functional benefits. The practice of plant appraisal and studies has provided methods to value plants in monetary terms. Thus, plant appraisers, with the help of this Guide, can proceed in a credible and acceptable manner to determine reasonable appraised monetary value of plants.”*

The above paragraph, taken from the Guide for Plant Appraisal, 9th Edition and written by the Council for Plant and Landscape Appraisers, describes why landscape trees have a monetary value. The question of “how much is a tree worth,” is an important question, and often needs answered when trees are removed by accident and/or intentionally, and whether they be removed by municipalities, private parties, errant tree cutters or mother nature. This becomes particularly important for the courts and insurance companies deciding reasonable values in tree disputes.

There are several methods for determining how much a tree is worth, and one of the most important functions a plant appraiser serves is to determine whether a tree should be appraised for its wood product value – timber, pulp, wood chip or as firewood, or if it is more appropriate to value a tree for its landscape and environmental benefits.

When it is determined that a tree should be appraised for its landscape benefits, the plant appraiser must consider several factors. Those factors are the tree’s size, its species, and its current condition and location.

A tree appraisal must reflect the size of the tree, and the landscape value of one species versus another, such as a sugar maple versus that of a mulberry tree, or an oak versus an elm or flowering crab or ash.

Tree appraisals should take into account the condition of a tree — that a diseased, half-dead elm is worth less than a healthy, same-sized elm tree. Consideration must be given for recent developments such as the advent of the emerald ash borer or a recent change in a property's status, such as grade changes, clearings or pruning that affect a tree's health.

A plant appraiser will consider a tree's location — to take into account that in a landscape setting, a linden tree located in a grove of trees at the back of a ten-acre parcel is worth something different to the landscape than the same size linden tree set alone in the middle of a front yard of a suburban home or located off the patio where the tree shades the family's cookouts in the summer.

Since a tree's size, species, condition and locations vary so widely, an important service professional plant appraisers provide is to accurately determine the degree to which each of these factors affects tree values.

To establish industry-wide plant appraisal standards, the Council of Tree & Landscape Appraisers, which is a sanctioned body of plant experts approved by the American Landscape and Nursery Association, the American Society of Landscape Architects, the Association of Consulting Foresters, the American Society of Consulting Arborists, as well as the International Society of Arboriculture and National Arborist Association have created the *Guide for Plant Appraisal, 9<sup>th</sup> Edition*. When the guidelines that are set forth within this guide are followed by experienced plant appraisers, reasonable values for landscape trees can be achieved.

These standards have been cited and accepted in court cases throughout the country, as well as by insurance companies. To properly take into account local plant values, regional plant appraisal sub-committees have been formed to determine local plant costs, establish local tree species values, and help determine location factors. The *Michigan Tree Valuation Guide, 11<sup>th</sup> Edition*, is the State of Michigan's regional guide. The Michigan guide has also been cited and accepted in court cases in Michigan and by insurance companies.



## "The Island City"

## MEMORANDUM

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

TO: Erik J. Wilson, City Manager  
FROM: Brian Kelley, City Clerk/Treasurer  
DATE: September 20, 2019  
SUBJECT: Computer Upgrades

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**ACTION RECOMMENDED:** The City Council should consider approving the purchase of three (3) laptop computers from CDW-G for \$6,203.68 and the related installation from Clark Technical Services for \$1,400.00.

The city's computer network is routinely reviewed by the city's information technology advisor, Clark Technical Services. For the current budget year, the City Manager and Personnel Manager computers were scheduled for upgrades.

Based on communications from the Michigan Bureau of Elections (BOE), the City Clerk/Treasurer's computer will also need to be upgraded to meet technology requirements promulgated by the BOE. Rather than upgrading that computer, which is scheduled for replacement next budget cycle, Clark Technical recommends accelerating the replacement of the Clerk/Treasurer's computer.

The preferred computer provider, CDW-G, provided a quote of \$6,203.68 for three (3) computers, which seems in line with anticipated costs. Clark Technical charges \$350 per computer setup, and their quote includes an upgrade to an existing computer that does not need replacement, just an upgrade to Windows 10 to meet the BOE technology requirements.

The capital budget remaining for this project is \$6,042.58. The remaining \$1,561.10 would come from operational savings in the Election and Administration Departments.

It is recommended to accept the quotes from CDW-G for \$6,203.68 for three (3) laptop computers and from Clark Technical for \$1,400.00 for installation and configuration services.



# Clark Technical Services

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1856 South Broadway Road  
Hastings, Michigan 49058

269.945.3806  
tclark@clarktechnical.com

32-0273206

## Quotation 109

Date 09.20.2019

### City of Plainwell

211 N. Main Street  
49080 - Plainwell (Michigan), USA

### 3 Computers plus 1 upgrade

Time and Materials	\$7,603.68
Balance Due	\$7,603.68 USD

### Line Items

Product code	Net price	Qty./Hours	Description
CDWG	\$6,203.68	1	3 laptops, docking stations, monitors, 3 year warranty on hardware, 1 upgrade license.
CTS-PCIR	\$1,400.00	4	Computer installation/reinstallation and configuration



# PLAINWELL PUBLIC SAFETY

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Police, Fire and Medical First Responder Services

# MONTHLY REPORT

## August 2019

Prepared by Director Bill G. Bomar

A handwritten signature in black ink, appearing to be the initials "B.G.B." or similar, located at the bottom left of the page.

# Plainwell Department of Public Safety

## Scheduled Hours By Activity for August 2019

**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  
993

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

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

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

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

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.

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.

79 7.93%

178 17.93%

401 40.45%

334 33.69%

658 66.31%

# Plainwell Department of Public Safety

## Complaints/Activities for August 2019

### ARRESTS

<b>CUSTODIAL ARRESTS</b>	<b>5</b>	<i>An individual taken into custody for a criminal offense and jailed for that offense.</i>
<b>ARREST COUNTS</b>	<b>6</b>	<i>Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).</i>

### TRAFFIC ENFORCEMENT & CITATIONS

<b>HAZARDOUS CITATIONS</b>	<b>13</b>	<i>Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)</i>
<b>NON-HAZARDOUS CITATIONS</b>	<b>19</b>	<i>Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)</i>
<b>DRUNK DRIVING CITATIONS</b>	<b>0</b>	<i>This is an activity that we specifically monitor that would normally be considered a hazardous citation.</i>
<b>PARKING CITATIONS</b>	<b>0</b>	<i>Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.</i>
<b>VERBAL WARNINGS</b>	<b>10</b>	<i>Traffic enforcement where no citation was issued but warnings were given.</i>
<b>TOTAL TRAFFIC CITATIONS/WARNINGS</b>	<b>42</b>	

### COMPLAINTS

<b>ORIGINAL DISPATCH COMPLAINTS</b>	<b>249</b>	<i>Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.</i>
<b>PATROL INITIATED COMPLAINTS</b>	<b>19</b>	<i>Complaints observed by the officer while on patrol or came to their attention by personal observation.</i>
<b>TOTAL COMPLAINTS</b>	<b>268</b>	

### OTHER ACTIVITIES

<b>MOTORISTS ASSISTS</b>	<b>0</b>	<i>Motorist contacts caused by mechanical breakdown or similar problem.</i>
<b>PROPERTY INSPECTIONS</b>	<b>0</b>	<i>Checks of homes or business specifically requested by a home or business owner.</i>
<b>MOTOR VEHICLE ACCIDENTS</b>	<b>5</b>	<i>Total motor vehicle accidents both on public roads or private property.</i>
<b>COMMERCIAL BUILDING SECURITY CHECK</b>	<b>0</b>	<i>Nightly security inspections of business' conducted by officers to assure windows and doors are locked.</i>
<b>FOUND UNSECURED</b>	<b>185</b>	<i>The number of business' found unlocked or unsecured.</i>
<b>FOOT PATROL</b>	<b>18</b>	<i>Foot patrol hours</i>

# Classification of Crimes Reported

File Class	CRIMES AGAINST PERSON	August	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	0	3
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	6	44
<b>PROPERTY CRIMES</b>			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	1	9
2300	Larceny	5	33
2400	Motor Vehicle Theft	1	2
2500	Forgery/Counterfeiting	0	0
2600	Fraudulent Activities	2	20
2700	Embezzlement	0	1
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	2	10
3500	Violation of Controlled Substances Act	1	17
<b>MORALS/DECENCY CRIMES</b>			
3600	Sex Offenses (Other than Sexual Assault)	0	1
3700	Obscenity	0	0
3800	Family Offenses	1	7
4100	Liquor Violations	0	1
<b>PUBLIC ORDER CRIMES</b>			
4800	Obstructing Police - Offenses Which Interfere with Investigations	2	2
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	1	2
5000	Obstructing Justice	2	22
5200	Weapons Offenses	0	3
5300	Public Peace	14	70
5400	Traffic Investigations - Any Criminal Traffic Complaints	3	32
5500	Health and Safety	4	15
5600	Civil Rights	0	0
5700	Invasion of Privacy	0	15
6200	Conservation Law Violation	0	0
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)	20	156
9400	False Alarm Activation	2	21
9500	Fires (Other than Arson)	6	24
9700	Accidents, All Other	0	0
9800	Inspections, Unfounded FIRS	32	266
9900	General Assistance (All Except Other Police Agencies)	61	489
9911 & 9912	General Assistance (Other Police Agencies)	59	380
<b>FIRS</b>	Medical First Responder	43	291



## August Reports for Plainwell Department of Public Safety

### PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION

The Plainwell Department of Public Safety was dispatched to 59 calls for assistance outside the city limits of Plainwell by Allegan County Central Dispatch.

These calls were classified as priority 1 assists.

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### Fire Suppression/Call Out Incident Report

Date	Dispatch Time	Arrival Time	Location	Incident Type	Actions taken	Apparatus	PSO	POC
8/3/19	1945	1953	954 E. Bridge Street	Brush fire	Extinguish	E-11	2	2
8/3/19	2051	2054	US 131	PIA	Traffic control	E-11, E-17, T-62,	5	4
8/3/19	1057	1105	116 Starr Rd	Medical	Medical	Patrol, personal	3	3
8/3/19	2308	2310	320 Brigham Street	Medical	Medical	T-63, patrol	2	6
8/9/19	1253	1257	1195 M89	Fire	Standby	Patrol	4	4
8/12/19	2001	2005	266 Robin Street	Electrical fire	Investigate, shut down	E-11	4	6
8/22/19	1651	1652	E. Bridge Street	PIA	First aid and investigate	Patrol	4	2
8/24/19	0620	0630	669 Morrell Street	Moped fire	Extinguish	E-11	4	3
8/26/19	1819	1826	320 Brigham Street	Smoke smell	Investigate	E-11, E-17	6	6
8/29/19	2250	2255	202 E. Bridge Street	Fire alarm	Investigate	E-17	2	6

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### Calls for Service at Plainwell Schools

Plainwell High School: 3  
684 Starr Road

Gilkey School: 0  
707 S. Woodhams Street

Plainwell Middle School: 0  
720 Brigham Street

Starr Elementary: 0  
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 2019



### Significant Department Actions and Results

We completed the annual analytical scan of the effluent as part of our permit. No abnormal compounds were identified.

I gave a tour to the City of Greenville and their engineers. They were looking at the possibility of the same type of secondary treatment that we have.

### Pending Items (including CIP)

Sherwood street sewer improvements  
Replace plant handrails from 1980

Primary Tanks  
Final Tanks  
W. stair case

### Expenditure Summary/Issues

\$21,460  
\$15,985  
\$8,525  
\$45,970

(budgeted)

\$277,259

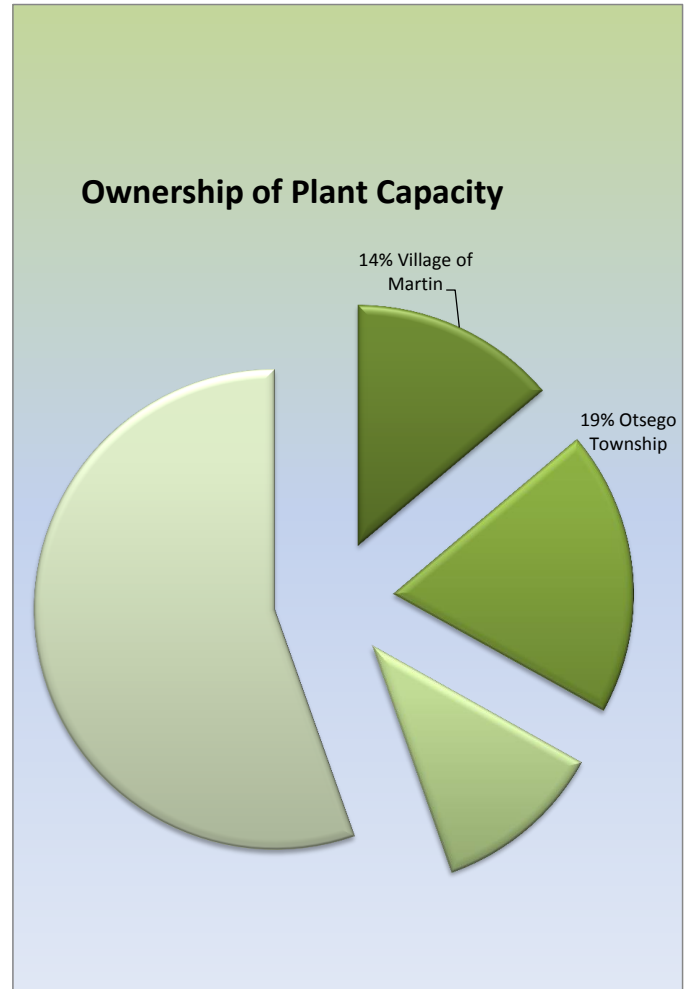
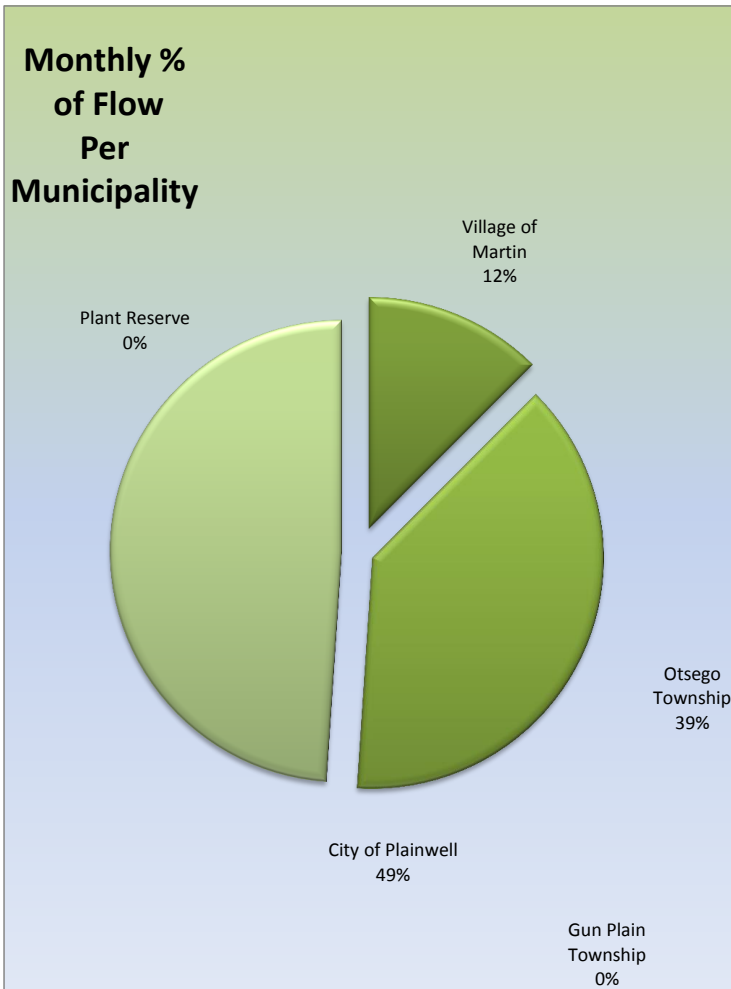
(completed)

\$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>	936,644			
Gun River MH Park	381,000			
US 131 Motor Sports Park	68,020			
<b>Total:</b>	1,385,664			
<b>AVG. DAILY:</b>	39,590	180,000	78%	14%
<b>Otsego Township</b>	<b>Total:</b> 4,285,131			
	<b>AVG. DAILY:</b> 122,432	250,000	51%	19%
<b>Gun Plain Township</b>	<b>Total:</b> 1,377,000			
North Point Church	2,000			
North 10th Street	#VALUE!			
Gores Addition	281,000			
<b>AVG. DAILY:</b>	#VALUE!	150,000	#VALUE!	12%
<b>City of Plainwell</b>	<b>Total:</b> 5436152			
<b>AVG. DAILY:</b>	175359.75	720,000	76%	55%
<b>Avg. Daily Plant Flow from entire service district</b>	0.40			





## 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	8.14
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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):**

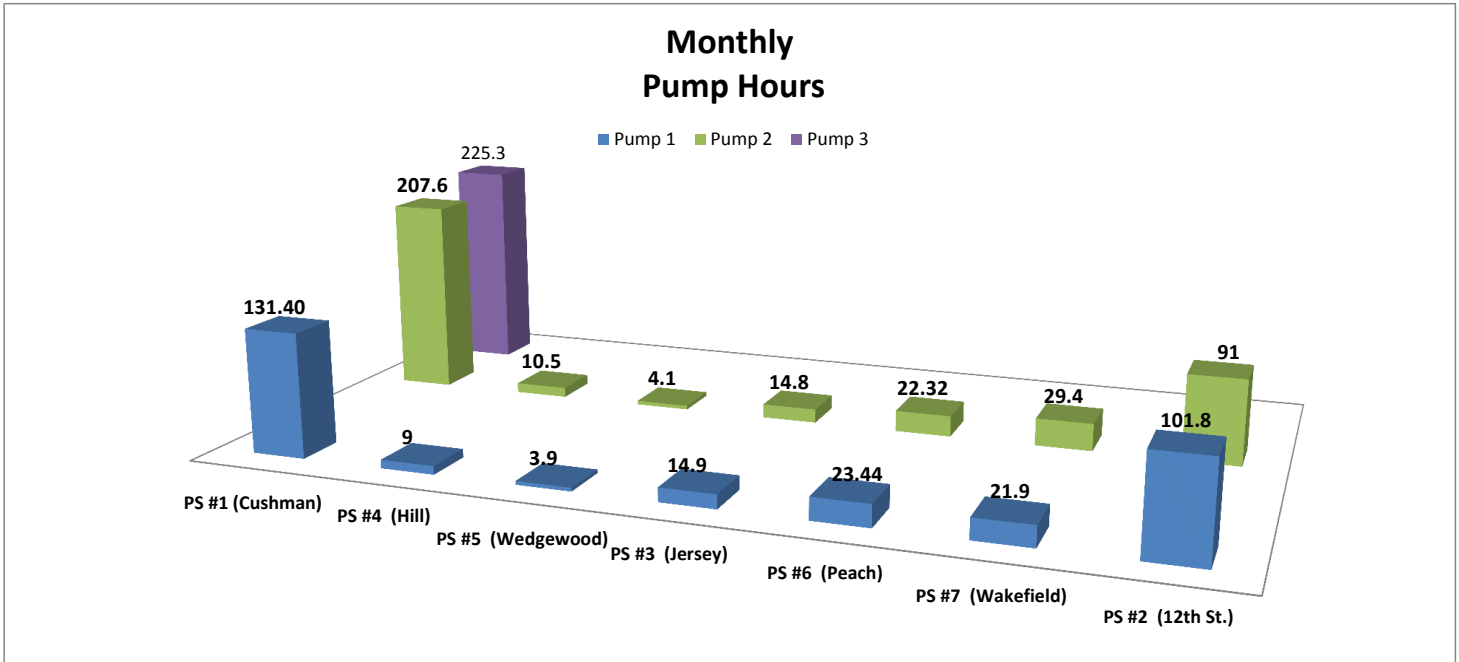
1.0 mg/l	0.45	0.20
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*Controlling phosphorous discharges is a key factor in preventing eutrophication of surface waters. Eutrophication is caused by water enrichment of inorganic plant nutrients. Eutrophication negatively effects water bodies due to 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	2
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*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.

**CITY OF PLAINWELL  
MINUTES  
Planning Commission  
September 18, 2019**

1. Call to Order at 7:03 p. m. by Lubic
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Jay Lawson, Rachel Colingsworth, Jim Higgs, Stephen Bennett, Lori Steele, Diana Lubic  
Excused: Gary Sausaman
4. Approval of Minutes – 09/04/19  
**Higgs motioned to approve minutes, as received seconded by Bennett. Minutes approved on an all in favor voice vote.**
5. Chairperson’s Report: \_ - None
6. New Business:
  - A. **Election of Officers: Nominations were accepted for chairperson, Rachel Colingsworth & Jay Lawson. In a hand vote Rachel Colingsworth received 4 votes and Jay Lawson received 3 votes. Vice Chair remains Gary Sausaman.** Chairperson Diana Lubic conducted her final meeting last night, 9/18/19 after 30 years of serving on the Planning Commission; she is looking forward to assisting Colingsworth with adjusting to the chair person.
  - B. Site Plan for IHSI was presented by Dan Morris, co-owner of business located at 121 S. Anderson St. An addition will be added to the existing building located in the CBD. **Higgs motioned to approve the site plans as presented and move to the City Council for final approval. Motion was seconded by Colingsworth and an all in favor vote was taken and passed.**
  - C. **Complete Streets ordinance: Second Reading – the complete street ordinance was read and passed last night. Explanation of questions from the last meeting was given by Siegel. Higgs motioned to move the ordinance to City Council for final approval, it was seconded by Bennett and with an all in favor vote motion carried.**
7. Old Business
  - A. Discussion on Marihuana Public Hearing on Oct. 16. Steele and Higgs have requested public safety attendance; it was requested to see if we could have help taking minutes that night to capture all names, addresses present and talking. A 2 minute window will be given to each speaker and the meeting will end no later than 9:30 p.m.
8. Reports and Communications:  
A 8/26/19 Council Minutes reviewed by Commission
9. \_Public Comments – None

10. Staff Comments: Siege, Community Development Manager, reported out on the baseball game Sat. Sept. 21 and that 124 E. Bridge St. (Champion Law) building is for sale. She also reported out on the Health Awareness PSA re: EEE Virus and that it was posted on the city facebook page and gave a reminder about the Mill Public Hearing on Sept. 26 at 7 p.m.

11. Commissioner Comments:

Higgs – thanked Diana for her years of service and really appreciated her dedication to Plainwell. He also invited everyone to his daughter’s presentation on Michigan Haunted Lighthouses at the Library on 9/19/19. Mentioned the Vintage Baseball Game

Bennett – Thanked everyone for their input and discussion on marihuana and feels he can make a good decision on Oct. 16.

Steele – Thanked Diana for her years of service, guidance and many fun times.

12. Adjournment:

Lubic adjourned her last meeting at 8:10 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

09/19/2019

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL  
EXP CHECK RUN DATES 09/23/2019 - 09/23/2019  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN

Vendor Code	Vendor Name	Description	Amount
000004	PLAINWELL AUTO SUPPLY INC		
	2019.08	AUGUST 2019 PARTS/SUPPLIES	242.28
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			242.28
000009	CONSUMERS ENERGY		
	2019-8	LED, STREET & TRAFFIC LIGHT USAGE THROUGH 8/31/19	333.51
TOTAL FOR: CONSUMERS ENERGY			333.51
000010	RIDDERMAN & SONS OIL CO INC		
	119573	DPW ETHANOL 9/03/2019	639.75
	28842	GASOLINE AT AIRPORT	73.80
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			713.55
000035	APPLIED IMAGING		
	1406680	CITY HALL COPIER CHARGES TO 9/12/2019	179.92
	1409653	DPW/WR COPIER CHARGES TO 9/15	73.23
TOTAL FOR: APPLIED IMAGING			253.15
000042	RS TECHNICAL SERVICES		
	21434	WELL #4 REPAIR	634.35
TOTAL FOR: RS TECHNICAL SERVICES			634.35
000044	ALL-PHASE ELECTRIC		
	3505-633995	SHERWOOD PARK BATHROOM	194.04
	3505-634087	ELECTRICAL WIRE FOR SHERWOOD RESTROOM	802.30
TOTAL FOR: ALL-PHASE ELECTRIC			996.34
000059	GOIN POSTAL LLC		
	116048	GUN PARTS & BUFFER ASSEMBLY	47.68
	116312	RIFLE BARRELS	53.64
TOTAL FOR: GOIN POSTAL LLC			101.32
000079	ALLEGAN COUNTY NEWS		
	2133	JULY 8 SUMMARY PUBLISHED IN UE 8/01/19	93.00
	2153	JULY 22 SUMMARY PUBLISHED IN UE 8/22/19	111.60
	2167	AD IN PLAINWELL SECTION OF UE	50.00
TOTAL FOR: ALLEGAN COUNTY NEWS			254.60
000140	HACH CO		
	11622059	END CAP FOR D.O. PROBES	952.51
TOTAL FOR: HACH CO			952.51
000149	SPARTAN DISTRIBUTORS		
	11798327	BELT FOR MOWERS	109.32

TOTAL FOR: SPARTAN DISTRIBUTORS			109.32
000153	FLEIS & VANDENBRINK INC 53455	CONSTRUCTION/ENGINEERING SERVICES - SHERWOOD	31,914.22
TOTAL FOR: FLEIS & VANDENBRINK INC			31,914.22
000233	PEERLESS-MIDWEST INC 487318	#4 WELL PUMP & MOTOR - OVERHAUL PROJECT	20,918.00
TOTAL FOR: PEERLESS-MIDWEST INC			20,918.00
000461	BOB'S HARDWARE 63672	HOSE FOR PORTABLE SAMPLERS	27.99
TOTAL FOR: BOB'S HARDWARE			27.99
000542	DAN MCCLELLAN 2019-09BOOT	19/20 SHOE ALLOWANCE	200.00
TOTAL FOR: DAN MCCLELLAN			200.00
000624	AIS CONSTRUCTION-JOHNDEREER POWERPLN G12925	OIL COOLER FOR BACKHOE	1,386.55
TOTAL FOR: AIS CONSTRUCTION-JOHNDEREER POWERPLN			1,386.55
000682	MAIN-TECH SERVICES INC 90916A	CUSHMAN LIFT STATION PUMP#2	350.00
TOTAL FOR: MAIN-TECH SERVICES INC			350.00
000760	ALLEGAN COUNTY SHERIFFS DEPT 2019*06	JUNE 2019 DEBT CREW	428.00
	2019-07	JULY 2019 DEBT CREW	330.00
	2019-08	AUGUST 2019 DEBT CREW	186.00
TOTAL FOR: ALLEGAN COUNTY SHERIFFS DEPT			944.00
000947	WYOMING ASPHALT & PAVING INC. 2019-442	SINK HOLE REPAIR -ANDERSON & 116 E BRIGHTON	452.61
	2019-469	SHERWOOD - METER/PIT ELIMINATION	60.50
	2019-491	POTHOLES - LOCAL STREETS	120.80
TOTAL FOR: WYOMING ASPHALT & PAVING INC.			633.91
000984	EVOQUA WATER TECHNOLOGIES LLC (SIEM 904142485	AUGUST 2019 ODOR CONTROL RECURRING	300.00
TOTAL FOR: EVOQUA WATER TECHNOLOGIES LLC (SIEM			300.00
001041	TELE-RAD INC 893957	MOTO REMOTE SPKR MICS (4)	540.00
TOTAL FOR: TELE-RAD INC			540.00
001413	NORTH CENTRAL NCL OF WISCONSIN INC 428519	WR LAB SUPPLIES	844.70
TOTAL FOR: NORTH CENTRAL NCL OF WISCONSIN INC			844.70
001536	WASHWELL-STADIUM DRIVE GROUP-SOAP 2447	AUGUST 2019 DRY CLEANING DPS	55.25

TOTAL FOR: WASHWELL-STADIUM DRIVE GROUP-SOAP			55.25
001645	ALEXANDER CHEMICAL CORPORATION		
	SCL 10024213	CREDIT MEMO FOR DEPOSIT REFUNDS	(600.00)
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			(600.00)
001829	PERCEPTIVE CONTROLS INC		
	14045	WELL SCADA REPAIR	360.00
	14086	FORMATTING SURCHARGE - LINK	120.00
TOTAL FOR: PERCEPTIVE CONTROLS INC			480.00
001854	MODEL FIRST AID,SAFETY & TRAINING		
	00000123740	DPW SAFETY/MEDICAL SUPPLIES	157.90
TOTAL FOR: MODEL FIRST AID,SAFETY & TRAINING			157.90
001873	SCHANZ TIRE & AUTO SUPPLY INC.		
	147332	TIRES (4) - TRUCK #18	520.00
TOTAL FOR: SCHANZ TIRE & AUTO SUPPLY INC.			520.00
001921	MICHIGAN MUNICIPAL LEAGUE		
	2019-09	2019/2020 MEMBERSHIP DUES	2,726.00
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE			2,726.00
001993	KERKSTRA PORTABLE RESTROOMS INC		
	146434	HANDI-CAP RESTROOM SHERWOOD PARK	125.00
TOTAL FOR: KERKSTRA PORTABLE RESTROOMS INC			125.00
002018	CDW-G		
	TRT1044	EPB COMPUTER	656.70
	TSR0049	EPB COMPUTER WARRANTY	113.71
	TVZ0201	DPS COMPUTER HARDWARE (3)	2,907.42
TOTAL FOR: CDW-G			3,677.83
002065	OUTDOOR SOLUTIONS GROUP		
	5423A	CODE ENFORCEMENT MOWING - 203 ROBERT, 520 BRIG	120.00
TOTAL FOR: OUTDOOR SOLUTIONS GROUP			120.00
002160	AAA SLING INDUSTRIAL SUPPLY INC		
	0321566-IN	LIFT CHAIN	497.45
TOTAL FOR: AAA SLING INDUSTRIAL SUPPLY INC			497.45
002246	ELHORN ENGINEERING CO.		
	279888	CHEMICALS WELL #7	200.00
TOTAL FOR: ELHORN ENGINEERING CO.			200.00
002281	HOME DEPOT		
	2019-08	AUGUST 2019 STATEMENT	601.98
TOTAL FOR: HOME DEPOT			601.98
002286	MICHIGAN ELECTION RESOURCES LLC		
	10353	NOVEMBER 2019 SPECIAL ELECTION MATERIALS	121.60
	10369	ABSENTEE VOTER APPLICATION NOV '19	46.77

TOTAL FOR: MICHIGAN ELECTION RESOURCES LLC		168.37
002368	ORTON, TOOMAN, HALE, MCKOWN & KIEL	
	2019.08 AUGUST 2019 LEGAL SERVICES	1,012.50
TOTAL FOR: ORTON, TOOMAN, HALE, MCKOWN & KIEL		1,012.50
002371	RENEWED EARTH INC	
	27666 YARD BLEND - AIRPORT RUNWAY	57.30
	27705 YARD BLEND FOR AIRPORT	114.60
	27728 YARD WAST CONTRACT SEPTEMBER 2019	1,250.00
TOTAL FOR: RENEWED EARTH INC		1,421.90
002402	STEENSMA LAWN & POWER EQUIPMENT	
	642236 CHAIN FOR POLE SAW - TREE WORK	16.55
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT		16.55
002582	PLAINWELL REDI MIX - COSGROVE ENTER	
	9422 SEALER FOR N. SIDE OF PLAINWELL AUTO	99.00
	9429 EXPOSED CONCRETE FOR M-89	412.75
	9466 LIME & READY MIX FOR ANDERSON ST	335.00
TOTAL FOR: PLAINWELL REDI MIX - COSGROVE ENTER		846.75
002622	MIDWEST CUSTOM EMBROIDERY	
	22109 FLEECE JACKET - R. WISNASKI	48.00
	22196 EMBROIDERY LOGOS	45.00
TOTAL FOR: MIDWEST CUSTOM EMBROIDERY		93.00
002650	FUEL MANAGEMENT SYSTEM/PACIFIC PRID	
	65304 DPS FUEL 9/01/19 - 9/15/19	526.93
TOTAL FOR: FUEL MANAGEMENT SYSTEM/PACIFIC PRID		526.93
002673	STATE OF MICHIGAN MDOT	
	591-10430983 TRAFFIC SIGNAL MAINTENANCE	1,113.24
	591-10431435 SIGNAL ENERGY CHARGES FOR 1ST & 2ND QUARTER 201	287.08
	591-10431775 AIRPORT LICENSING FEE 2020	50.00
TOTAL FOR: STATE OF MICHIGAN MDOT		1,450.32
002703	CONTINENTAL LINEN SERVICES INC	
	2019.08CH AUGUST 2019 CITY HALL RUGS	45.20
	2019.08DPS AUGUST 2019 DPS RUGS	41.84
	2019.08DPW AUGUST 2019 DPW UNIFORMS/RUGS/MISC	154.02
	2019.08WR AUGUST 2019 WR UNIFORMS/RUGS	63.88
TOTAL FOR: CONTINENTAL LINEN SERVICES INC		304.94
002708	MORGAN BIRGE' & ASSOCIATES	
	51817 SEPTEMBER 2019 PHONE MAINTENANCE	130.00
TOTAL FOR: MORGAN BIRGE' & ASSOCIATES		130.00
002719	STATE OF MICHIGAN - D.N.R.E./DEQ	
	761-10430092 SAMPLES; LI49538, LI49539, LI49540, LI49541	229.00
TOTAL FOR: STATE OF MICHIGAN - D.N.R.E./DEQ		229.00

002740	STATE OF MICHIGAN 551-544641	SOR FEES - MENA	30.00
TOTAL FOR: STATE OF MICHIGAN			30.00
002787	ESPER ELECTRIC 19071	CALL BOX REPAIR	289.17
TOTAL FOR: ESPER ELECTRIC			289.17
002880	KIESLER'S POLICE SUPPLY INC IN116856	DPS AMMO	330.63
TOTAL FOR: KIESLER'S POLICE SUPPLY INC			330.63
003036	ALLSHRED SERVICES 196373	SHREDDING SERVICE SEPTEMBER 2019	53.35
TOTAL FOR: ALLSHRED SERVICES			53.35
004193	COMPASS MINERALS 489056 489878	ROAD SALT - EARLY FILL ROAD SALT - EARLY FILL	4,303.99 4,130.60
TOTAL FOR: COMPASS MINERALS			8,434.59
004220	US BANK EQUIPMENT FINANCE (COPIER) 394725725	OCT 2019 DPW/WR COPIER LEASE	113.00
TOTAL FOR: US BANK EQUIPMENT FINANCE (COPIER)			113.00
004783	HOLLAND SENTINEL/FLASHES PUBLISHERS 301048057	2019 VISITOR'S GUIDE	180.00
TOTAL FOR: HOLLAND SENTINEL/FLASHES PUBLISHERS			180.00
004830	RICHMOND, MICHAEL J 2019.10	ASSESSING SERVICES 10/01/19 - 10/31/2019	1,500.00
TOTAL FOR: RICHMOND, MICHAEL J			1,500.00
004832	QUALITY PRECAST INC 14839 14934	48" COVER SHERWOOD PARK BATHROOM	195.75 771.00
TOTAL FOR: QUALITY PRECAST INC			966.75
004837	MUNICIPAL WEB SERVICES 53559	AUGUST 2019 WEBSITE CMS HOSTING	200.00
TOTAL FOR: MUNICIPAL WEB SERVICES			200.00
004844	SHEIBELS TIMOTHY 2019-09	CONTINUING ED/TRAINING	425.00
TOTAL FOR: SHEIBELS TIMOTHY			425.00
004852	PACE ANALYTICAL SERVICES LLC 1950119796	WR SAMPLES 8/20/2019 - FOR PERMIT	615.00
TOTAL FOR: PACE ANALYTICAL SERVICES LLC			615.00
004855	PLAINWELL ACE HARDWARE 3448	RIVERWALK REPAIR	11.99



3450	RIVERWALK FENCE REPAIR	2.99
3461	SHERWOOD	26.36
3487	TRASH CAN LINER	39.98
3488	SHERWOOD	3.96
3503	SHERWOOD PARK IRRIGATION	1.79
3515	SUN LOT	4.59
3522	CITY HALL MAIL BOX	3.59
3523	HISTORY SIGN FOR GAZEBO	2.84
3524	CAN LINER	159.92
3525	WASP & HORNET SPRAY	7.98
3531	PRUNING BLADES	18.98
3537	HIS. SIGN	9.99
3541	SHOVEL	25.99
3544	GRASS SEED	39.99
3556	CLAMP HOSE FOR #17	2.78
3559	ROOF TOP LIGHTS	4.59
3560	WELLHOUSE #4	4.57
3569	RAKES	33.98
3571	BATTERY - PHOTO (5)	52.95
3573	CRABGRASS - FRONT	18.99
3578	SHERWOOD PROJECT	4.59
3579	131 ORCHARD ST SEWER	135.17
3598	CHAIN SAW OIL	5.59
3600	BATHROOM AT SHERWOOD PARK	15.97
3602	SHERWOOD BATHROOM	156.64
3603	SHERWOOD BATHROOM	25.03
3604	SHERWOOD BATHROOM	1.09
3612	SHERWOOD BATHROOM	24.65
3613	MAILBOX - TREE DAMAGE AT 418 W HILL	19.99
3614	SHERWOOD BATHROOM	90.07
3621	MAIL BOX REPAIR FROM TREE DAMAGE - 418 W HILL	12.10
3623	SESQUICENTENNIAL SIGN	11.43
3624	SHERWOOD BATHROOM	18.17
3630	SHERWOOD BATHROOM	19.98
3631	STREET LIGHTS	43.98
3632	SHERWOOD BATHROOM	43.97
3637	PAINTBRUSHES FOR HYDRANTS	6.44
3638	STREET LIGHTS	2.99
3643	SHERWOOD RESTROOMS	7.99

TOTAL FOR: PLAINWELL ACE HARDWARE -----  
1,124.64

004858	FERGUSON WATERWORKS		
	0082645	CASTING COVER	157.94
	0084994	SHERWOOD BATHROOM	30.95
	0084996	PARTS FOR STOCK	249.16
	0085061	WATER PARTS FOR SHOP	1,254.98

TOTAL FOR: FERGUSON WATERWORKS -----  
1,693.03

004894	BORGESS CORPFIT OCCUPATIONAL HEALTH		
	354826	NEW HIRE PHYSICAL/HEALTH SCREEN	347.00

TOTAL FOR: BORGESS CORPFIT OCCUPATIONAL HEALTH -----  
347.00

004902	BLOOM SLUGGETT PC 19490	AUGUST 2019 LEGAL SERVICES	2,554.50
TOTAL FOR: BLOOM SLUGGETT PC			<u>2,554.50</u>
-----			
004913	CULVER JOE 2019.09	TRAINING - MEAL REIMBURSEMENT	9.49
TOTAL FOR: CULVER JOE			<u>9.49</u>
-----			
REFUND UB	JOHNSON, TED 09/16/2019	UB refund for account: 03-00031600-03	15.14
	09/16/2019	UB refund for account: 02-00014100-00	21.24
TOTAL FOR: NOONEY, JAMES			<u>36.38</u>
-----			
TOTAL - ALL VENDORS			96,314.50



**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: 2019.09.19 09:22:52 -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: 2019.09.20 15:44:49 -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:

**Bryan Pond**

Digitally signed by Bryan Pond  
Date: 2019.09.19 13:38:28 -04'00'

**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: 2019.09.20 10:03:48 -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: 2019.09.19 13:02:36 -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  
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Erik Wilson, email=ewilson@plainwell.org  
Date: 2019.09.20 13:11:22 -04'00'

09/20/2019

CHECK REGISTER FOR CITY OF PLAINWELL  
CHECK DATE FROM 09/09/2019 - 09/20/2019

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>					
09/11/2019	CBGEN	1621(E)	SILVERSCRIPT INSURANCE COMPANY	SEPTEMBER 2019 RETIREE PRESCRIPTION COVE	30.80
09/11/2019	CBGEN	1622(E)	SILVERSCRIPT INSURANCE COMPANY	SEPTEMBER 2019 RETIREE PRESCRIPTION COVE	30.80
09/17/2019	CBGEN	1623(E)	CHEMICAL BANK	AUGUST 2019 CHEMICAL BANK FEES	438.12
Total EFT Transfer:					499.72
<b>Bank UBAP United Bank - General Checking</b>					
<b>Check Type: ACH Transactions - Property Tax Distributions</b>					
09/13/2019	UBAP	107(A)	ALLEGAN COUNTY TREASURER	2019 SUMMER TAXES COLLECTED W/E 09/07/20	5,503.02
09/13/2019	UBAP	108(A)	RANSOM DISTRICT LIBRARY	2019 SUMMER TAXES COLLECTED W/E 09/07/20	786.74
09/20/2019	UBAP	109(A)	ALLEGAN COUNTY TREASURER	2019 SUMMER TAXES COLLECTED W/E 09/14/20	575.12
09/20/2019	UBAP	110(A)	RANSOM DISTRICT LIBRARY	2019 SUMMER TAXES COLLECTED W/E 09/14/20	82.22
Total ACH Transaction:					6,947.10
<b>Check Type: EFT Transfer - Automatic Payments</b>					
09/20/2019	UBAP	111(E)	UNITED BANK	UNITED BANK SERVICE CHARGES	49.50
Total EFT Transfer:					49.50
<b>Check Type: Paper Check - Manual Checks</b>					
09/09/2019	UBAP	15045	ALEXANDER CHEMICAL CORPORATION	CHLORINE 600LB DELIVERED 8/06/19	1,448.00
09/13/2019	UBAP	15047	REPUBLIC SERVICES (RECYCLE)	RECYCLING SERVICE 9/01/19 - 9/30/19	2,741.70
09/13/2019	UBAP	15048	CHARTER COMMUNICATIONS (SPECTRUM)	DPW/WR INTERNET SERVICE SEPTEMBER 2019	566.94
09/13/2019	UBAP	15049	SAUKAS, JULIE	MILEAGE TO BS&A FOR USER GROUP TRAINING	100.92
09/18/2019	UBAP	15050	CHARTER COMMUNICATIONS (SPECTRUM)	AIRPORT INTERNET THROUGH 10/06/19	74.00

Total Paper Check:

4,931.56

REPORT TOTALS:

Total of 13 Checks:

12,427.88

Less 0 Void Checks:

0.00

Total of 13 Disbursements:

**12,427.88**

## 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: 2019.09.20 08:44:52 -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  
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Erik Wilson, email=ewilson@plainwell.org  
Date: 2019.09.20 13:09:33 -04'00'

**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE ELECTRIC AND GAS CUSTOMERS OF  
CONSUMERS ENERGY COMPANY  
CASE NO. U-20372**

- Consumers Energy Company requests that the Michigan Public Service Commission approve of its 2020-2023 Energy Waste Reduction plan.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A pre-hearing will be held:

**DATE/TIME:** **Wednesday, October 2, 2019, at 9:00 AM BEFORE:**

**Administrative Law Judge Sally Wallace**

**LOCATION:** Michigan Public Service Commission  
7109 West Saginaw Highway Lansing, Michigan 48917

**PARTICIPATION:** Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) August 1, 2019 application requesting the Commission to approve: 1) Consumers Energy's proposed 2020-2023 Energy Waste Reduction (EWR) Plan proposing for electric: approximately \$137.3 million in 2020, \$157.2 million in 2021, \$161.5 million in 2022, and \$164.4 million in 2023, and for natural gas: approximately \$67.1 million in 2020, \$66.4 million in 2021, \$67.7 million in 2022, and \$69.2 million in 2023; 2) the requested 2020-2023 EWR Plan natural gas and electric surcharges; 3) the requested accounting authority described to roll forward any unspent funds into future approved EWR plans, and to pull back up to 5% of the following year's total electric and gas budget to be invested in the then-current year, if needed; 4) issuance of the tariff sheets; 5) Consumers Energy's EWR incentive proposal; and 6) other relief.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: [michigan.gov/mpscedockets](http://michigan.gov/mpscedockets). Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov).

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by September 25, 2019. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Consumers Energy Company's application may be reviewed on the Commission's website at: [michigan.gov/mpscedockets](http://michigan.gov/mpscedockets), and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 2008 PA 295, as amended, MCL 460.1001 et seq., and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

**[THE MICHIGAN PUBLIC SERVICE COMMISSION MAY  
APPROVE, REJECT, OR AMEND PROPOSALS MADE BY  
CONSUMERS ENERGY.]**

## **Reports & Communications:**

### **A. Site Plan Review – 121 South Anderson Street**

Application has been made by Integrative Health Sciences Institute at 121 S. Anderson St. for a building addition. Site plans have been submitted and considered by the Planning Commission, which recommends approval.

**Recommended action:** Consider approving a site plan for a building addition at 121 S. Anderson St.

### **B. Ordinance 383 – Complete Streets Regulations**

As part the Redevelopment Ready Community certification process, an Ordinance has been drafted for “Complete Streets” guiding principles to promote a safe network of access for pedestrians, bicyclists, transit users, motorists, and users of all ages and abilities. The Planning Commission recommends approval.

**Recommended action:** Consider approving Ordinance 383 to regulate the provisions of Complete Streets and to direct the City Clerk to make publication of the Ordinance.

### **C. Resolution 19-19 – Public Act 152**

Public Act 152 from 2011 sets forth guidelines under which governmental employers can offer health insurance to its employees. There are three options for funding healthcare – setting a hard-cap limit for what the employer pays, an 80/20 option where the employee pays 20% of the health care costs, or exemption from the Act by a 2/3 vote of the governing body. The city has operated under the 80/20 rule since the Act was enforced beginning in 2012. The Resolution before Council confirms what was done through the budget process.

**Recommended action:** Consider adopting the 80% / 20% Health Care Cost Option for the city’s Publicly Funded Health Insurance.

### **D. Resolution 19-20 – Establish OPEB Trust**

Public Act 202 from 2017 sets forth guidelines under which governmental employers manage liabilities related to post-employment retirement benefits. For employees hired after July 1, 2018, the employer is required to contribute an actuarially determined percentage of the employee’s “covered” payroll into a Retiree Health Care Trust. The establishment of the Trust requires Council approval and the city is partnering with Burnham & Flowers in Kalamazoo to establish and manage the Trust. A committee of five members including the City Manager, Personnel Manager, City Treasurer, an employee from the group and a representative from Council would manage this operation.

**Recommended action:** Consider adopting a resolution to establish a Retiree Health Care Trust.

### **E. MDOT Invoice for Sherwood Avenue – Progress Billing #2**

The State has issued a second progress billing for the Sherwood Avenue Project.

**Recommended action:** Consider approving the progress billing from the Michigan Department of Transportation for the Sherwood Avenue Project for \$285,449.32, and that an order be drawn for payment of the same.

### **F. WR – Property Damage Release**

Certain trees at the Water Renewal facility were treated with chemicals in the past, which resulted in damage to those trees. After appraisal and negotiation, the contractor’s insurance company, Westfield Insurance, has offered the city \$18,553.00 as settlement for damages caused and asks the city to sign a release.

**Recommended action:** Consider authorizing a release from future claims for property damage from Westfield Insurance for \$18,553.00, with the City Manager signing all documents related to the approved action.

### **F. City Hall Computer Purchase**

The City Manager and Personnel Manager’s computers were scheduled for replacement. Due to Bureau of Election technology requirements, the City Clerk’s machine needs to be replaced and another computer needs to be upgraded. Clark Technical Services, the city’s information technology provider, solicited quotes from CDW-G, the preferred computer provider for three computers and the quote is included in the Council Packet.

**Recommended action:** Consider authorizing the purchase of three (3) laptop computers from CDW-G for \$6,203.68 and installation services from Clark Technical Services for \$1,400.00..