

City of Plainwell



“The Island City”

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

Department of Administration Services
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Plainwell, Michigan 49080
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Agenda

Planning Commission City Hall Council Chambers June 1, 2022 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes: 03/16/2022 Planning Meeting
5. Chairman’s Report
6. Public Comment
7. New Business: Capital Improvement Plan 2022-2027
Review the first draft of the Capital Improvement Plan for 2022-2027
8. Old Business: None
11. Reports and Communications:
A. Council minutes 02/28/22; 03/14/22, 03/28/2022, 04/11/2022, 04/25/2022, 05/09/2022
12. Public Comments
13. Staff Comments
14. Commissioners/Council Comments
15. Adjournment

The City of Plainwell is an equal opportunity provider and employer

**CITY OF PLAINWELL
MINUTES
Planning Commission/ Public Hearing
Wednesday March 16, 2022**

1. Call to Order at 7:00 p. m. by Colingsworth
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Rachel Colingsworth, Jay Lawson, Gary Sausaman, Dale Burnham, Jim Higgs, Stephen Bennett
Excused: Lori Steele
4. Approval of Minutes – 02/16/2022
Sausaman motioned to approve minutes Lawson seconded. All in favor to approve minutes and place them on file.
5. Chairperson’s Report: - None
6. Public Comments- none
7. New Business: Site Plan Review for 140 S. Main St. Barbed Wire Café Expansion Site Plans were reviewed, timeline to begin as soon as possible.
Motion to accept Site Plans as presented, contingent upon the final sale of the property was made by Higgs and seconded by Bennett. All in favor vote. Motion passed.
9. Old Business – None at this time
10. Reports and Communications:
A. 01/24/22; 02/14/22 Council Minutes reviewed by Commission. **Approved and placed on file.**
12. Public Comments – None
13. Staff Comments: Updates on downtown businesses, events and Farmers’ Market
14. Commissioner Comments: None
15. Adjournment: Colingsworth adjourned the meeting at 7:31 p.m.

Minutes submitted by Denise Siegel, Community Development Manager



CITY OF PLAINWELL CAPITAL IMPROVEMENT PLAN

2022-2027



City Council:

Adopted (INSERT)

- Mayor – Brad Keeler
- Mayor Pro-Tem - Lori Steele
- Councilmember – Randy Wisnaski
- Council member - Roger Keeney
- Councilmember - Todd Overhuel

City Planning Commission:

Adopted (INSERT)

- Chairperson – Rachel Colingsworth
- Vice-Chairperson – Gary Sausaman
- Commissioner – Jim Higgs
- Commissioner - Lori Steele
- Commissioner – Stephen Bennett
- Commissioner – Jay Lawson
- Commissioner – Dale Burnham

The Island City

WHAT IS A CAPITAL IMPROVEMENT PLAN?

A Capital Improvement Plan (CIP) is a flexible multi-year plan based upon long range infrastructure needs of the City. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements and to maintain, preserve and/or schedule replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the tools and policies of the Council and community.

WHAT IS A CAPITAL PROJECT?

A Capital Project is a project that helps maintain or improve a City asset. To be included in the City's Capital Improvement Plan, a project must have a total cost of at least \$10,000 over the life of the project and meet at least ONE of the following criteria:

- New construction, expansion, renovation, or replacement for an existing facility or facilities. Project costs can include the cost of land, professional services (i.e. engineering/architectural) or contracted services needed to complete the project.
- or-
- It is a purchase of a major piece of equipment with a useful life of at least 10 years.
- or-
- It is considered a major maintenance or rehabilitation project for existing facilities.

CAPITAL IMPROVEMENT PLAN & THE COMMUNITY

The CIP informs the community on how the City plans to address significant capital needs over the next six-years (6). The benefits of the CIP to the community include:

- Optimizes the use of revenue;
- Coordinates the community's physical planning with its fiscal planning capabilities;
- Helps to guide future growth and development;
- Promotes efficient and responsible government;
- Encourages intergovernmental and regional cooperation;
- Helps to promote a predictable, sound and stable financial program;
- Provides adequate time for planning and engineering of projects;
- Enhances opportunities to leverage private, federal, and state funding;
- Increases opportunities to "pay as you go" thereby reducing additional interest and other charges.

The CIP represents the City's plan to serve our residents and anticipates future needs of the community. Projects are guided by various development plans and policies established by the City which include but not limited to:

- Master Plan
- DDA/BRA/TIFA Plans
- Recreational Plan
- Goals and objectives of the City Council
- Administrative Policies
- Mission Statement

CAPITAL IMPROVEMENT PLAN PROCESS & THE BUDGET

Preparation of the CIP is done under the authority of Article IV of the Michigan Planning enabling Act (P.A. 33 of 2008). The goal of the CIP is to implement the Master Plan and to assist in the community's long term financial planning.

Each year all projects included within the CIP are reviewed, potentially new projects are reviewed, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or timeline. A new year of programming is also added each year to replace the year funded in the annual operating budget. The CIP program should continue to develop over time by adding features to gradually improve quality and sophistication. Roles and responsibilities during the Capital Improvement Process include:

CIP Policy Group reviews policies, develops project ratings, reviews funding options and presents recommendations to the Administrative Group. Members of the CIP Policy Group include:

Human Resource Manager
Community Development Manager
Water Renewal Superintendent
Public Works Superintendent
Public Safety Director
City Council Representative
Planning Commission Representative
BRA/TIFA/DDA Representative

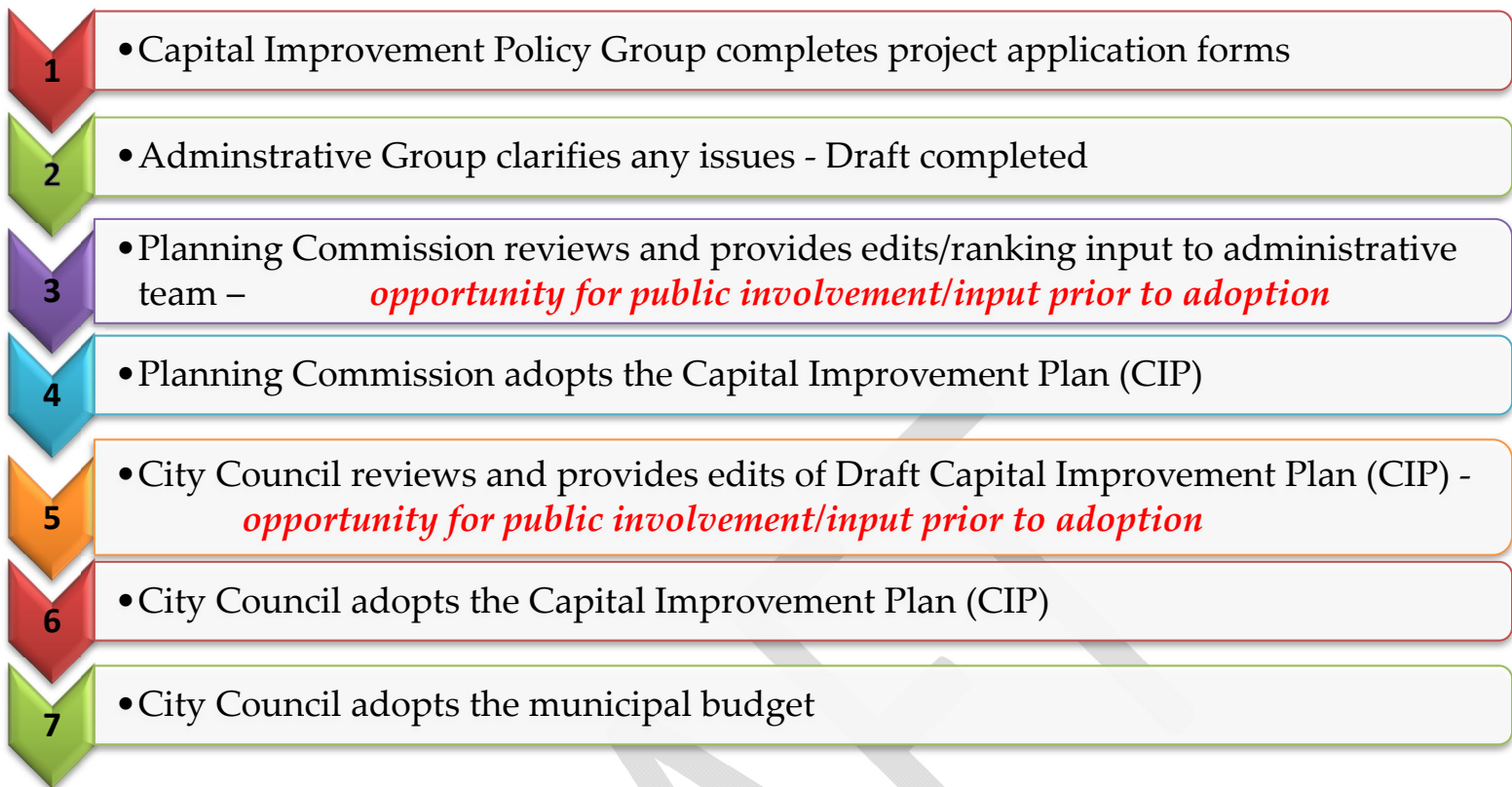
The Administrative Group clarifies any issues, finalizes the ratings and brings the CIP draft forward to the Planning Commission. Members of the Administrative Group include:

City Manager
City Clerk/Treasurer

The Planning Commission works with the Policy Group during the plan development, conducts workshops (if necessary), reviews recommendations, receives public input, conducts hearings, adopts the plan and requests the governing body to consider incorporating funding for the first year projects in the municipal budget.

The City Council is encouraged to use the Capital Improvement Plan as a tool in the adoption of the annual budget process in accordance with its goals and objectives.

Residents are encouraged to participate in plan development by working with various Boards, Commissions and staff.



REVIEW & SCORING CRITERIA

A wide range and variety of capital improvements are included in this Capital Improvement Plan. The following list identifies criteria the City uses to review potential projects:

- Required to fill any federal or state judicial administrative requirements;
- Ability to capture outside sources of funding;
- Impact on annual operating and maintenance costs;
- Relationship to overall fiscal policy and capabilities;
- Projects readiness in relation to planning/implementation;
- Relationship to the needs of the community;
- Relationship to other projects;
- Distribution and coordination of projects throughout the community;
- Relationship to other community plans;

A project's ultimate funding depends upon a number of factors – not only its merit, but also its location, cost, funding source, and logistics. Priority rankings do not necessarily correspond to that project being funded for any given year. For example, a road-widening project which is ranked lower than a park project may be funded before the park project because the road project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. Scoring is based on priority need as follows:

SAMPLE:

NEEDS ASSESSMENT SCORING CRITERIA		Category			Score
(Multiply Weight x Category Pts. for Total Score)	Weight	5 Points	3 Points	1 Point	
Contributes to health, safety & welfare	5	Removes hazard	Material contributes	Minimal	
Needed to comply with local, state or federal law	5	Yes	-	No	
Project conforms to adopted program, policy or plan	4	Adopted Council plan	Consistent with Admin. policy	No policy	
Project remediates an existing or projected deficiency	3	Complete remedy	Significant remedy	Minimal remedy	
Contributes to the long term needs of the community	2	20+ Years	10-19 Years	Less than 10	
Service area of project	2	Regional	City-Wide	Neighborhood	
Department Priority	2	High	Medium	Low	
Project delivers high level of service	2	High	Medium	Low	
Priority Points Earned					Total Project Score: <input type="text"/>
Low	Moderate	Desirable	Important	Urgent	
0-24	25-49	50-74	75-99	100-125	

FUNDING THE CAPITAL IMPROVEMENT PLAN

Because the capital improvements projects involve the outlay of substantial funds, numerous sources are necessary to provide financing over the life of the project. Many capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. For example, funds raised by the community of City of Plainwell’s solid waste millage must be used for the purposes that were stated when the voters approved the millage. The CIP has to be prepared with some projections as to the amount of money available. The following is a summary of potential funding sources for projects included in a capital improvements program:

Cash – Fund Balance

The City endeavors to fund capital projects with cash (fund balance) whenever possible. The obvious benefit is the elimination of interest payments and/or other fees and charges associated with debt service.

Enterprise Funds (reserve) funds

In enterprise financing, funds are accumulated in advance for capital requirements. Enterprise funds not only pay for capital improvements, but also for the day-to-day operations of community services and the debt payment on revenue bonds. The community can set levels for capital projects; however, increases in capital expenditures for water mains, for example, could result in increased rates. Enterprise fund dollars can only be used on projects related to that particular enterprise fund, i.e., only water system funds can only be used on water system funds.

Bonds

When the City sells bonds, purchasers are, in effect, lending the community money. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who benefit from the capital improvements over a period of time should help the community pay for them. The City of Plainwell may issue bonds in two forms:

General Obligation (G.O.) bonds

Perhaps the most flexible of all capital funding sources, G.O. bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the community is pledged to pay interest and principal to retire the debt. Voter approval is required if the community wants to increase the taxes that it levies and the amount is included in City of Plainwell’s state-imposed debt limits. To minimize the need for property tax increases, the community makes every effort to coordinate new bond issues with the retirement of previous bonds. G.O. bonds are authorized by a variety of state statutes

Revenue bonds

Revenue bonds are sold for projects that produce revenues, such as water and sewer system projects. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike G.O. bonds, revenue bonds are not included in the community state-imposed debt limits because the full faith and credit of the community back them. Revenue bonds are authorized by Public Act of 1933, the Revenue Bond Act.

Weight and gas tax

Based on a formula set by the State of Michigan, the community of City of Plainwell receives a portion of the tax placed on motor fuel and highway usage in the state. The restrictions placed on the expenditure of these funds insure that they will be spent on transportation-related projects or operations and services. These are commonly called Act 51 funds.

Tax Increment Financing (TIF)

TIF is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that result from a redevelopment project to pay for project-related public improvements. For purposes of financing activities within Plainwell's downtown district, the Downtown Development Authority adopted a 30-year TIF plan in 1982. Public Act 281 of 1986, the Local Development Finance Authority Act and Public Act 450 of 1980, the Tax Increment Financing Act authorizes TIF.

Millages

The property tax is a millage that is one of the most important sources of community revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to a property’s net value, following the application of all exemptions and a 50 percent equalization ratio.

Federal and state funds

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The federal and state governments make funds available to communities through numerous grants and aid programs. Some funds are tied directly to a specific program. The community has discretion (within certain guidelines) over the expenditure of others. For the most part, the community has no direct control over the amount of money received under these programs.

Special assessments

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment, i.e. by those who directly benefit. Local improvements often financed by this method may include new street improvements (including pavement, curb and gutter, sidewalks, etc.), sanitary and storm sewers, and water mains.

Developer contributions

Sometimes capital improvements are required to serve new development. Where funding is not available for the community to construct the improvements, developers may agree to voluntarily contribute their share or to install the facilities themselves so the development can go ahead.

MISSION STATEMENT, VISION STATEMENT AND GOALS

Mission

The City of Plainwell is dedicated to delivering high quality services that promote a safe, healthy and quality lifestyle fostered through an open, responsible and cost effective government.

Vision

Plainwell is a place that is desirable to work, live and visit because of its natural beauty, economic vitality and quality family atmosphere.

City Council Goals

- Recognize the vital importance of customer service and how it is indistinguishable from the virtues of public service.
- Prioritize resources in a manner that is fiscally responsible and accountable to our residents and businesses.
- Respect, protect and celebrate the Kalamazoo River and other natural features of the City.
- Ensure our community is safe for both our residents and visitors.
- Proactively promote and preserve our existing businesses while ensuring Plainwell is an attractive community to invest in.
- Support the high quality and character of our neighborhoods.

RELATIONSHIP BETWEEN THE CIP AND THE MASTER PLAN

The CIP is intended to complement the Master Plan to help ensure projects will be completed to meet the goals and objectives of the Master Plan. The CIP is a flexible document that is meant to be re-evaluated and amended each year. At a minimum, the City identifies capital projects to be completed within the next six (6) succeeding years. In some instances, the City will identify projects 10, 20 or 30 years into the future. It is important to note that while capital projects are identified, available resources will not always be readily available. This will require difficult decisions be made in prioritizing potential CIP projects.

CAPITAL PROJECT CATEGORIES

There are several broad categories in which the City organizes prospective projects, those categories include:

Utility and Infrastructure	Transportation
Public Safety, Health and Welfare	Parks and Open Space
Community Facilities and Development	Motor Pool and Equipment

Within each category, further organization of projects occurs at the department level (water, sewer, streets, etc.)

SUMMARY AND DETAIL SHEETS

The following section of this plan is divided into two sections, a summary section and an addendum.

Summary:

The Summary section of this plan provides a quick glimpse of planned projects in each of the six categories.

Addendum:

The Addendum section of this plan will include a Detail Sheet of each project as well as the corresponding Needs Assessment Scoring Criteria of that project. The Detail Sheet will provide the reader with additional information about the project not found in the Summary section. While not always the case, it is important to note that the information on the Detail Sheet is intended to be completed on projects within the next two to three succeeding years. The Addendum is organized as follows:

Addendum 1.....	Utilities & Infrastructure
Addendum 2.....	Transportation
Addendum 3.....	Public Safety, Health & Welfare
Addendum 4.....	Parks & Open Space
Addendum 5.....	Community Facilities & Development
Addendum 6.....	Motor Pool & Equipment

SUMMARY

2022-2023 CIP Projects - City Wide						
Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
TBD						

Total:



Utility and Infrastructure projects provide the framework in which the City delivers services to not only today's residents, but future generations. Typical projects include, but are not limited to: water, sewer, storm water, buildings, communications and other endeavors that seek to meet the needs of a growing and dynamic community.

UTILITY AND INFRASTRUCTURE SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
Dystor Cover/Replacement	22-23	UI-22-01	Important	\$280,000	\$280,000	\$0
Water Meter Replacement - Radio Read City-wide (Initial)	22-23	UI-22-02	Important	\$450,000	\$450,000	\$0
W. Bridge Street-N. Main Bridge Rehabilitation	22-24	UI-22-03	Important	\$635,000	\$48,000	\$587,000
Lead/Copper Inspections	22-24	UI-22-04	Important	\$300,000	\$40,000	\$260,000
Well 4 (meter/chemical) upgrade	22-23	UI-22-05	Desirable	\$35,000	\$35,000	\$0
Old Orchard Neighborhood – Survey/Engineering	22-24	UI-22-06	Important	\$271,000	\$271,000	TBD
Old Orchard Neighborhood – Water	23-24	UI-23-01	Important	\$1,113,625	TBD	TBD
Old Orchard Neighborhood – Sewer	23-24	UI-23-02	Important	\$1,459,000	TBD	TBD
Digester Coating & Covers Ext.	24-25	UI-24-01	Important	\$125,000	\$125,000	\$0
Water Tower Painting - Interior	24-25	UI-24-02	Important	\$240,000	\$240,000	\$0
Obsolete Water Tower Removal	24-25	UI-24-03	Desirable	\$85,000	\$85,000	\$0
Water Tank Exterior Cleaning	25-26	UI-25-01	Desirable	\$10,000	\$10,000	\$0
Leak Detection – City Wide	25-26	UI-25-02	Desirable	\$10,000	\$10,000	\$0
Replace Cushman Lift Station	25-26	UI-25-03	Important	\$1,000,000	\$1,000,000	\$0
N. Main Street Water Relay - Bridge to Bannister 10"	26-27	UI-26-01	TBD	\$45,000	\$45,000	\$0
Interior Digester - Strip and Coat	27-28	UI-27-01	TBD	\$75,000	\$75,000	\$0
Primary Clarifiers - Replace	27-28	UI-27-02	TBD	\$1,100,000	\$1,100,000	\$0
Water Tank Exterior Cleaning	27-28	UI-27-03	TBD	\$1,100,000	\$1,100,000	\$0
Industrial Parkway Water Loop	28-29	UI-28-01	TBD	\$347,600	\$347,600	\$0
VFD - Replace 3 variable frequency drives wells 2-5-7	28-29	UI-28-02	TBD	\$10,000	\$10,000	\$0
Water Tower Painting - Exterior	28-29	UI-28-03	TBD	\$90,000	\$90,000	\$0
2" Water Main Replacement with 8"-Various Locations	29-30	UI-29-01	TBD	\$118,000	\$118,000	\$0
Acorn Street - Water Main	32-31	UI-32-01	TBD	\$95,000	\$95,000	\$0
Water Tower - Exterior Cleaning	33-34	UI-33-01	TBD	\$10,000	\$10,000	\$0
Melrose St. Water Main Replacement	34-35	UI-34-01	TBD	\$88,000	\$88,000	\$0

Transportation projects center around the City's network of streets. Investing in our streets is vital to a healthy community since the goods and people that are transported support our economy. The City has over 19.92 miles of road that need to be maintained. In part, the City uses a Pavement Surface Evaluation System (PASER) to prioritize projects. Opportunities to invest in transportation can include street construction and rehabilitation, non-motorized, access management issues and signal technology.

TRANSPORTATION SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
Cut and Removal – Various, City	22-23	T-22-01	Important	\$30,000	\$50,000	\$0
Old Orchard	22-24	T-22-02	Important	\$145,000	\$145,000	\$0
Walnut Woods	22-23	T-22-03	Important	\$25,000	\$25,000	\$0
Jersey Street	23-23	T-23-01	Important	\$40,000	\$25,000	\$0
Union, between Warrant/Church	24-23	T-24-01	Important	\$84,000	\$84,000	\$0
Roberts, Orchard and Forbes. – Mill/Fill	24-25	T-24-02	Important	\$99,000	\$99,000	\$0
Island Ave – Mill/Fill	25-25	T-25-01	Desirable	\$19,250	\$19,250	\$0
Acorn/Wakefield Ct.	25-26	T-25-02	Important	\$190,000	\$190,000	\$0
Prince Street Ext. – Mill Property, new construction						
New Orchard						
Grant Street – Mill/Fill						
Starr Road – Mill/Fill						
Island Avenue – Mill/Fill						
1 st Avenue						
2 nd Avenue						
Oak Street						
Morrell Street – Mill/Fill						

Public Safety, Health and Welfare capital improvement investments supports the infrastructure, equipment and training necessary to provide effective emergency response services. The City of Plainwell is a full service Public Safety department. All full-time Public Safety Officers are certified as police, fire and medical first responders. Typical projects include police and fire response vehicles and equipment needed to improve response time, working conditions, and safety for our employees and residents.

PUBLIC SAFETY, HEALTH AND WELFARE SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
Body Cameras (8) w/software	22-23	PS-22-01	Important	\$30,000	\$19,000	\$11,000
SCBA Compressor Fill Station	22-23	PS-22-02	Important	\$40,000	\$40,000	\$0
SCBA Pack Replacement (40) Additional Spare Bottles	23-24	PS-23-01	Important	\$100,000	\$100,000	TBD
SCBA Harness (20)	23-24	PS-23-02	Important	\$80,000	\$80,000	TBD
Thermal Imager	24-25	PS-24-01	Important	\$8,000	\$8,000	\$0
River Rescue Boat - 16' Jon Boat w/30hp	25-26	PS-25-01	Important	\$30,000	\$30,000	0
Police and Fire Radio	26-27	PS-26-01	Important	\$150,000	TBD	TBD
Fire Truck Replacement	27-28	PS-27-01	Important	\$800,000	\$800,000	\$0

The City of Plainwell has 7 public parks ranging in size from a small roadside pull off of less than an acre, to over 29 acres. Overall park space encompasses 85 acres of land and 7.3% of the City's land use. The City updated its Community Recreation Plan in 2016 which includes additional information about the park system. Capital improvement recommendations within the Community Recreation Plan will be reviewed in concert with the City's Master Plan.

PARKS AND OPEN SPACE SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
River Restoration Project- Eng	22-23	P-22-01	Desirable	\$500,000	\$0	\$500,000
Brooks Plaza – Improvements	22-23	P-22-02	Desirable	\$15,000	\$5,000	\$10,000
Playground Improvements/Surfacing, Etc. Sherwood Park	23-24	P-23-01	Desirable	\$20,000	\$20,000	\$20,000
Remove and replace narrow walkway, bench pad – Hicks Park	24-25	P-24-01	Desirable	\$10,000	\$10,000	\$10,000
Erosion Control – Pell, Hicks, Sherwood Parks	25-25	P-25-01	Important	\$75,000	\$75,000	\$75,000
Brush Clearing – Kenyon	25-25	P-25-02	Moderate	\$10,000	\$10,000	\$10,000
Benches,/Trash Rec/Bike Rack – Kenyon Park	25-26	P-25-03	Desirable	\$10,000	\$10,000	\$10,000
Accessible Route to Watercraft Platform - Riverwalk						
Erosion Control – Hicks/City Hall						
Informational Signage - Riverwalk						
New Hand Railings – Riverwalk						
*Accessible Play structure/New Surfacing – Thurl Cook Park						
Bury/Relocate Electric Lines – Study – Fannie Pell Park						
Remove & Relocate steep walk<5% (6' wide) Landscape Barrier to M89 – Hicks Park						
Playground (Access Route/Edge Restraint/Surfacing) –Hick Park						
Parking lot repair/access route to Gazebo – Fannie Pell Park						

Parks and Open Space Continued..

PARKS AND OPEN SPACE SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
Bridge Resurface/New Railings On Trestle Bridge – Sherwood Park						
Extend Trail to Thurl Cook Park						
Screen "Backdoor" of Businesses (Fence/Landscape) -Riverwalk						
Band shell – Alternative Bathroom						
Benches,/Trash Rec/Bike Rack/swings – Hicks Park						
New Fishing Platform/Railings/Accessible Route, landscaping and amenities Riverwalk						
Add benches, trash bins, doggie waste bag - Riverwalk						
Playground Improvements/Surfacing, Etc. Sherwood Park						
Watercraft/Pedestrian Platform Darrow Park						
Installation of concrete path to fields – Kenyon Park						
Benches/Trash/Bike Rack						
Paved Parking Area - Kenyon						
Non-Motorized Trail – Thurl Cook						
Benches,/Trash Rec/Bike Rack/ Drinking Fountain – Thurl Cook						
Pedestrian walkway enhancements/extend accessible walk from Riverwalk to parking Sherwood Park						
Restroom Improvements- Cook						
Drainage Improvements - Cook						
Security Enhancements - Cook						
Extend Riverwalk to Library						
Designate/install watercraft landing – Sherwood Park						
Access Route (5' wide) – Thurl Cook Park						

The City of Plainwell owns and operates a number of facilities throughout the community. Typical projects include, but are not limited to building (plus accessory structures) repairs, maintenance and/or demolition. Additionally, funding for community development planning costs such as the Master Plan, Recreation Plan, Tax Increment Finance Plan (TIFA), Downtown Development Authority Plan (DDA) and Brownfield Redevelopment Plan (BRA) are allocated in this category.

COMMUNITY FACILITIES & DEVELOPMENT SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
William Crispe - Maint	22-23	CF-22-01	Desirable	\$10,000	\$10,000	\$0
Plainwell Mill Property - Maint	22-23	CF-22-02	Desirable	\$10,000	\$10,000	\$0
Computer Equipment/Software	22-23	CF-22-03	Desirable	\$16,000	\$16,000	\$0
Repair DPW Barn Roof	23-24	CF-23-01	Desirable	\$25,000	\$25,000	\$0
Computer Equipment/Software	24-25	CF-24-01	Desirable	\$22,000	\$22,000	\$0
Computer Equipment/Software	25-26	CF-25-01	Desirable	\$36,000	\$16,000	\$0
Computer Equipment/Software	26-27	CF-26-01	Desirable	\$42,000	\$16,000	\$0
Computer Equipment/Software	27-28	CF-27-01	Desirable	\$46,000	\$16,000	\$0

The Motor Pool and Equipment fund purchases vehicles and equipment that are then used by various departments within the City. The City establishes a rental rate which is paid by each department to that Motor Pool that utilizes the vehicle or and equipment. Typical investments are police and fire vehicles such as a fire truck or police cruiser or vehicles and ancillary equipment used for utility and transportation functions.

MOTOR POOL & EQUIPMENT SUMMARY

Project Title/Description	FY	CIP#	Priority	Total Cost	City Cost	Non-City Funds
Police Patrol Vehicle	22-23	MP-22-01	Important	\$46,000	\$46,000	\$0
Skid Steer+ attachments	23-24	MP-23-01	Important	\$100,000	\$100,000	\$0
Police Patrol Vehicle	23-25	MP-23-02	Important	\$42,000	\$42,000	\$0
Water Van	24-25	MP-24-01	Important	\$67,000	\$67,000	\$0
Police Patrol Vehicle	24-25	MP-24-02	Important	\$46,200	\$42,000	\$0
DPW 1-Ton	25-26	MP-25-01	Important	\$70,000	\$70,000	\$0
Police Patrol Vehicle	26-27	MP-26-01	Important	\$50,820	\$43,000	\$0
Police Patrol Vehicle	27-28	MP-27-01	Important	\$55,902	\$45,000	\$0

MINUTES
Plainwell City Council
February 28, 2022

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Peter Dams of 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 Overhuel, Councilmember Keeney 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 of the 02/14/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report:
Gale Dugan, District 6, reported that the county made many training and gear updates for law enforcement and first responders recently. Additionally, the county has applied for grants and continued work towards creating new parks and working with the EPA on Gun Lake projects. He further reported that work has started on new HVAC for all the County buildings, and that the Commission on Aging by-laws had been updated to go from 11 members to 9 members.
8. Presentation:
Deputy Director John Varley presented Joseph Mony with the Distinguished Citizen Award for his quick thinking and heroic effort that prevented serious injury and property damage. Deputy Director Varley stated that while driving, Joseph observed another vehicle stopped in the middle of an intersection and then continue to roll down the street. He noticed that the driver appeared to be laying down on the front seat. Joseph exited his vehicle, and ran to the driver's side of the door, was able to open it, jumped in the rolling vehicle and brought it to a stop before it could hit several parked cars. The driver of the other car was in distress and needed medical attention. A witness called 911 and stayed at the scene with Joseph until help arrived. Joseph's actions prevented what could have been a much more serious situation. Joseph's mother also noted that tonight was his 19th birthday.
9. Agenda Amendments: None.
10. Mayor's Report:
Mayor Keeler offered condolences for both the Hart and Vandenberg families in light of their recent losses.
11. Recommendations and Reports:
 - A. City Manager Erik Wilson reported on the need for the resolution to authorize tax bonds in order to finance the purchase of the 52 acre Industrial Park expansion. He noted that the purchase of the 52 acres was a sound investment for the city based on the expected sale price for the new parcels once the utility work was completed.

A motion by Overhuel, seconded by Keeney, to approve a Resolution to Authorize Issuance of General Obligation Limited Tax Bonds, series 2022 (taxable). On a roll call vote, all voted in favor. Motion passed.

- B. Manager Wilson reported that the first reading of the proposed ordinance had taken place at the February 14, 2022 regular council meeting, and no amendments were brought forth. The City Attorney drafted the proposed ordinance, and Manager Wilson recommended approving Ordinance 390 Single Lot Special Assessment.**

A motion by Steele, seconded by Wisnaski, to approve Ordinance 390 Single Lot Special Assessment. On a roll call vote, all voted in favor. Motion passed.

- C. Manager Wilson reported that the preliminary report for the Industrial Park expansion utility and road construction project had been completed, however an engineering report was required for the grant process. Richard Postema Associates, P.C. had completed the preliminary report and would be able to complete the engineering report in a timely manner for inclusion with the grant application. Manager Wilson recommended approving a contract with Richard Postema Associates, P.C. for an engineering report in the amount of \$5,500.00**

A motion by Wisnaski, seconded by Steele, to approve a contract with Richard Postema Associates, P.C. for an engineering report in the amount of \$5,500.00. On a roll call vote, all in favor. Motion passed.

- D. DPW Superintendent Bob Nieuwenhuis reported that the Department of Public Works had equipment that was no longer used or had expired and needed to be removed or destroyed. The unused equipment could be sold as a private sale or at auction, and the expired, unusable equipment could be gifted to Kalamazoo Valley Community College. KVCC would use the expired equipment for demonstration purposes, and the sale of the unused but still usable equipment would recoup some of the cost for the City. Superintendent Nieuwenhuis asked for direction from the Council on how they would like to proceed with the unused and expired equipment.**

A motion by Overhuel, seconded by Steele, to approve the sale of the unused city owned equipment at auction and the donation of the unusable city owned equipment to Kalamazoo Valley Community College. On a roll call vote, all voted in favor. Motion passed.

- E. Manager Wilson asked for a budget increase for the previously approved change order for propane heat in Building 2 & 3. Propane heat is required to maintain the integrity of the mortar, and the initial budgeted amount will run out before the end of the winter season. He further reported that the contractor had been making a lot of progress and he believed \$5,000.00 would be enough to get through the remainder of the cold weather.**

A motion by Keeney, seconded by Wisnaski, to approve a change order for \$5,000 for additional propane heat for the Building 2 & 3 projects previously approved. On a roll call vote, all voted in favor. Motion passed.

12. Communications:

- A. A motion by Steele, seconded by Overhuel, to accept and place on file the January 2022 Public Safety Report and the January 2022 Water Renewal Report. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

A motion by Wisnaski, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$1,153,698.84 for payment of same. On a roll call vote, all in favor. Motion passed.

14. Public Comments: None.

15. Staff Comments:

A. Manager's Report – Bulk Waste/Recycling RFP

Manager Wilson discussed the upcoming Request For Proposals for the City's bulk waste and recycling services. The current contract expires June 30, 2022 and was originally with Chef, until Republic bought out Chef and took over the contract. He noted that there has been some volatility in the private sector, however Allegan County offers a recycling program that may help. He stated that the staff would continue researching and compile all options for Council to review in order to make an informed decision about the upcoming contract.

Clerk/Treasurer Brian Kelley reported that Winter Property Taxes had been collected and were ready to be sent on to Allegan County. He also noted continuing work on the budget as departments were submitting budget requests.

Deputy Director Varley reported that trucks #17 and #11 had been sent in for general maintenance. He also noted that he was able to find reflective chevrons the department could apply in-house to the back of truck #17, which saved the City money and increased visibility for truck #17. He also noted that the firefighters had held confidence building training involving performing tasks while unable to see, and all had done well. He reported that CPR training had just been completed, which is done three times per year due to the frequency first responders are required to perform CPR. He also noted that the police officers had completed Ethics of Law Enforcement training and How to Recognize Child Abuse training. He further reported on a high rise rescue that was recently performed by the department at 403 N Main Street.

Personnel Manager Sandy Lamorandier reported having received 13 applications for the Director of Public Safety position which closed March 1, 2022. She noted that once the job posting closed, the process would move forward to reviewing applications and beginning the interview process.

Superintendent Bryan Pond gave an update on the Lake Allegan study funded by Georgia Pacific. He noted that the study ran from 2020 through 2025 and had removed 200,000 invasive carp so far. Removal of the carp helped reduce turbulence in the lake, which in turn helps reduce phosphorus levels overall.

Superintendent Nieuwenhuis reported that Renewed Earth had hauled out the last of the leaves and brush collected over the year. He also noted that the department had hosted lock out/tag out, hearing loss prevention, and rigging & hoisting trainings through Kalamazoo Valley Community College.

Deputy City Clerk Fenger reported that the email issues had been resolved and Council emails were functioning correctly again. She further noted that email lists had been updated City-wide to improve efficiency.

16. Council Comments:

Councilmember Overhuel thanked Joseph Mony and his mother, who is a cardiac nurse, for their service to the community.

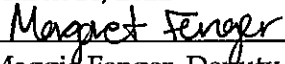
Councilmember Steele offered condolences to the Hart and Vandenberg families. She also thanked Joseph Mony and his mother.

All Councilmembers wished Joseph Mony a happy 19th birthday.

17. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:50 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Maggie Fenger
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL
March 14, 2022


Maggie Fenger, Deputy City Clerk

MINUTES
Plainwell City Council
March 14, 2022

1. Mayor Keeler called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Brian Warren of 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 Overhuel, Councilmember Keeney 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 of the 02/28/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment:
Girl Scout Troop 80564 was in attendance to earn their diplomacy badge, and brought Girl Scout cookies to share.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report:
Mayor Keeler stated that he had learned that Cyndi Trobeck, Mayor of Otsego, had passed. He asked everyone to keep not only the Otsego community but her family, the Trobeck's and the Cornell's in their thoughts and prayers.
10. Recommendations and Reports:
 - A. City Manager Erik Wilson reported that the Jensen Lot property survey had been updated as the Council had directed at the November 22, 2021 meeting. He noted that the survey included portions of the lot not included in the sale, and laid out the proposed purchase agreement drafted by the City attorney. Manager Wilson recommended completing the sale of the portion of Jensen Lot based on the updated property survey to Barb Bechtel, Barbed Wire Café, for \$15,000.00 minus the costs incurred prior to the sale, which lowered the price to \$12,791.00.
A motion by Keeney, seconded by Wisnaski, to approve the sale of the portion of the Jensen Lot delineated in the updated survey to Barb Bechtel, Barbed Wire Café, for \$12,791.00 and authorize the city manager to sign the contract on behalf of the city. On a roll call vote, all voted in favor. Motion passed.
 - B. DPW Superintendent Bob Nieuwenhuis reported that the city-owned skid steer needed to be upgraded because the current skid steer could not operate the required attachments for various in-house projects. Superintendent Nieuwenhuis planned to include the purchase in the requested budget for fiscal year 2022/2023, however due to the current global situation, an order needed to be placed immediately to have a new machine available in July 2022. Waiting to place the order could delay the availability of the machine for up to a year. Carlton Equipment offered the best trade-in value for the current skid steer and

would not require payment for the new skid steer until the new fiscal year started. A new grader attachment could also be purchased at the same time to facilitate in-house paving projects. Superintendent Nieuwenhuis recommended approving a contract with Carlton Equipment to trade in the existing skid steer and purchase a new one and a grader attachment for a total cost of \$47,776.92 with the purchase to be completed in July 2022.

A motion by Overhuel, seconded by Steele, to trade in the current skid steer and purchase a new skid steer and grader attachment from Carlton Equipment for a total cost of \$47,776.92. On a roll call vote, all voted in favor. Motion passed. *

- C. Superintendent Nieuwenhuis reported that the chemical pumps and scales at well house 4 and 7 needed to be replaced. Elhorn Engineering Company is the current supplier of these chemicals and has the experience and knowledge to install the new equipment. Superintendent Nieuwenhuis recommended using Elhorn Engineering Company to upgrade the chemical pumps for a total cost of \$13,368.00. He did note that an additional \$500 will likely be incurred at a later date, for the installation of the upgrades at well 4 once EGLE approves the chemical switch Superintendent Nieuwenhuis has applied for. He also requested that Elhorn Engineering Company be designated as a sole source vendor.

A motion by Overhuel, seconded by Steele, to approve a contract with Elhorn Engineering Company to upgrade the chemical pumps and scales at well house 4 and 7 for a total cost of \$13,368.00. On a roll call vote, all voted in favor. Motion passed. *

- D. DPW Superintendent Bob Nieuwenhuis reported that the dump bed had been removed from truck 19 last week in order to replace it with a new one. Cory Kruzel, owner of Donnie's Auto, noticed the old dump bed and offered to purchase it for \$150.00. Normally scrap metal is hauled away by KMR and the city gets half the scrap cost from KMR. Superintendent Nieuwenhuis believes the scrap cost from KMR for the dump bed would be around \$100.00. He recommends selling the dump bed to Cory Kruzel for \$150.00.

A motion by Wisnaski, seconded by Keeney, to approve the sale of the old dump bed to Cory Kruzel for \$150.00. On a roll call vote, all voted in favor. Motion passed.

- E. Manager Wilson reported that the Mayor's Monarch Pledge Survey shows support for the Monarch Butterfly population and provides a list of action items communities can take to encourage Monarch Butterfly population growth. This survey would solidify the commitment the Parks & Trees Commission has made to complete various recommended action items such as implementing a seed swap and seed library for gardeners. Manager Wilson recommended supporting the Mayor's Monarch Pledge Survey and directing Parks & Trees to continue working to complete various activities to support Monarch Butterfly population growth.

A motion by Overhuel, seconded by Steele, to support the Mayor's Monarch Pledge Survey and direct the Parks & Trees Commission to continue working within the existing budget to complete various activities to support Monarch Butterfly population growth. On a voice vote, all voted in favor. Motion passed.

11. Communications:

- A. A motion by Steele, seconded by Overhuel, to accept and place on file the February 2022 Investment and Fund Balance Reports, the February 2022 Water Renewal Report the DRAFT Parks & Trees Commission January 13, 2022 meeting minutes, and the DRAFT DDA/BRA/TIFA Commission March 08, 2022 meeting minutes. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$174,321.73 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments:

EJ Hart, Plainwell resident, announced that a spaghetti dinner fundraiser was being held for Cyndi Trobeck on April 7th from 4:30-7:30pm at the Otsego United Methodist Church.

14. Staff Comments:

Clerk/Treasurer Brian Kelley offered his sympathies to EJ Hart for his recent loss. He also offered condolences for the Otsego community as well as Cyndi Trobeck's family. He reported continuing work on the budget.

Personnel Manager Sandy Lamorandier reported that 4 applicants for the Director of Public Safety position had been sent questionnaires and consent forms to start the public interview process.

Deputy Director Varley reported that the Department of Public Safety spent about 4 hours assisting with the accident scene on US-131 on Saturday. He further reported that the department had completed training in fire engine proficiency, and use of force. He also noted that through use of the LESO/1033 program, he had obtained 12 sets of wildland fire gear for \$140. Normally that much gear would cost \$18,000 however through the program the gear was free and DPS paid for the shipping only.

Community Development Manager Siegel thanked the Girl Scouts for attending the meeting. She also reported updates to the Industrial Park sign and the way-finding map by the kayak center. She stated that the Master Plan and Community Recreation Plan public input meeting was Thursday April 14th from 6-8pm, and that the Rental Rehab application and budget were submitted for approval. She also stated that Art Hop was a success, with 18 artists at 12 different locations.

Superintendent Bryan Pond reported that his department had attended CPR and first aid training, and would have more trainings on topics such as bloodborne pathogens and right to know coming up.

Superintendent Nieuwenhuis stated that they were hopefully done with snow and could put away the plow trucks and start focusing on getting the parks ready for the season.

Deputy City Clerk Fenger reported upcoming election inspector training and ballot bag inspections presented by the Allegan County Clerk's Office that would be held in the Council Chambers.

Manager Wilson offered his condolences for EJ Hart's recent loss and to the Otsego community and her family for the loss of Cyndi Trobeck. He also noted continued work on the EDA grant for the Industrial Park expansion and great progress being made on Buildings 2 & 3 in the mill.

15. Council Comments:

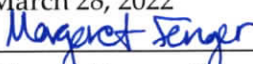
Councilmember Steele offered her condolences to EJ Hart for his recent loss and to the Otsego community and her family for the loss of Cyndi Trobeck.

Councilmember Overhuel offered his condolences to EJ Hart for his recent loss and to the Otsego community and her family for the loss of Cyndi Trobeck.

16. Adjournment:

A motion by Keeney, seconded by Steele, to adjourn the meeting at 7:45 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Maggie Fenger
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL
March 28, 2022


Maggie Fenger, Deputy City Clerk

*Due to a scrivener's error, after approval of the minutes at the March 28, 2022 meeting, the following language was added to Agenda Items 10B & 10C: " **On a roll call vote, all voted in favor. Motion passed.**"

MINUTES
Plainwell City Council
March 28, 2022

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Jared Bowen of 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 Overhuel, Councilmember Keeney 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 of the 03/14/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. Presentations:
 - A. DPW Superintendent Bob Nieuwenhuis reported on the Water Utility of the Year award the Department of Public Works received from the Michigan Rural Water Association.
 - B. Mayor Brad Keeler spoke about City Manager Erik Wilson's time at the city and detailed his accomplishments. He presented Manager Wilson with a certificate commemorating his 20 years of service to the city.
8. County Commissioner Report:
Gail Dugan reported that a new Public Information Officer position had been created to provide County Administrator updates to all municipalities in the county. He also noted the restoration of the Director of Transportation position, updated county public health policies and progress on various projects around the county.
9. Agenda Amendments: None.
10. Mayor's Report: None.
11. Recommendations and Reports:
 - A. Deputy City Clerk Maggie Fenger reported that the Parks & Trees Commission has had a vacancy for several months. City resident Cory Redder applied to serve on the commission to fill the vacant term at the Mayor's appointment, subject to Council confirmation.
A motion by Overhuel, seconded by Keeney, to confirm the Mayor's appointment of Cory Redder to the Parks & Trees Commission. On a roll call vote, all voted in favor. Motion passed.
 - B. Manager Wilson reported on a request to rent the Council Chambers to host a fundraiser. He also noted there was not a current policy in place regarding rentals and asked for guidance from Council regarding both the current request and a rental policy. He noted several questions that had come up during the staff discussion of a policy. Council directed staff to create a draft policy for future consideration, and

recommending offering the fire hall at the Department of Public Safety as a better option for the current rental request.

- C. Treasurer Brian Kelley reported on the need to upgrade the servers for the Department of Public Safety. The current servers are near capacity and need to be replaced for continued use. Treasurer Kelley reported that Clark Technical Services would identify the best, most cost-effective equipment for the city to purchase and install the equipment once available. The equipment is estimated to cost \$4,000.00 and the fixed cost for installation by Clark Technical Services is \$4,440.00.

A motion by Wisnaski, seconded by Steele, to approve the purchase and installation of two (2) servers at the Department of Public Safety for a total project cost not to exceed \$8,440.00. On a roll call vote, all voted in favor. Motion passed.

- D. Manager Wilson reported on the Pay Request Application for Melching, Inc. that included work done through March 24, 2022. He noted that there would likely be one more Pay Request Application however the work was winding down.

A motion by Keeney, seconded by Wisnaski, to approve the Pay Request Application #8 for Melching, Inc, in the amount of \$224,963.00. On a roll call vote, all voted in favor. Motion passed.

12. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the February 2022 DPS Report the DRAFT 3/16/2022 Planning commission meeting minutes and the DRAFT 3/17/2022 Parks & Trees Commission meeting minutes. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$55,679.90 for payment of same. On a roll call vote, all in favor. Motion passed.

14. Public Comments: None.

15. Staff Comments:

Clerk/Treasurer Kelley reported on the upcoming closing on the bonds for the Industrial Park acreage purchase and continuing work on the budget.

Personnel Manager Sandy Lamorandier reported that 4 applicants for the Director of Public Safety position had been interviewed and the process was moving forward.

Deputy Director John Varley reported recent ropes and knots training as well as pursuit and precision driving training for the department.

Community Development Manager Denise Siegel reported that both the EDA and the Rental Rehab grants had been submitted. She also reported a ribbon cutting ceremony for Sugar Palace, a new bakery at 133 E Bridge St, on Friday April 1 at 3pm.

Superintendent Nieuwenhuis reported that loose leaf pick up had been wrapped up, and if the weather cooperated hydrant flushing would begin Friday. He also reported that there were 2 internal candidates for the full-time position that recently opened.

Superintendent Bryan Pond reported that a major Capital Improvement Project, replacing the doors at various locations in the waste water treatment plant along with well houses and lift stations, was underway.

Deputy City Clerk Maggie Fenger reported creating various city-wide accounts to allow for more efficient use of services such as Zoom and Dropbox.

Manager Wilson reported that Stanford Lodge wanted to cancel the lease agreement for the William Crispe House. He noted that he had requested a letter from Stanford Lodge with more information be sent to Council for further discussion at a future meeting.

16. Council Comments:

All councilmembers thanked Manager Wilson for his years of service to the City.

Councilmember Todd Overhuel noted there might be an issue with loose leaves because the weather hadn't allowed everyone to rake out their leaves in time for the loose leaf pick up.

17. Adjournment:

A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 8:15 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Maggie Fenger
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL
April 11, 2022


Maggie Fenger, Deputy City Clerk

MINUTES
Plainwell City Council
April 11, 2022

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Scott Smail of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 03/28/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. City Manager Erik Wilson reported that Dean's Ice Cream had submitted a Special Event Permit Application for the car show hosted weekly from May 1 to October 3, 2022. This request includes closing Sherwood Avenue from Sterling Avenue to Oak Street for each weekly event. In the past, these events have been treated as one event for the purpose of the special event permit application, with a single \$50.00 fee being charged for the entire event series. Closing the street before each event in the series has cost the city \$255.68 in labor and equipment per week. In previous years, DPW employees have been responsible for sign placement due to liability concerns associated with closing the road. Interim Public Safety Director John Varley suggested having an on-duty officer check the sign placement after volunteers from Dean's Ice Cream put the road closure signs out as a cost-saving measure. Interim Director Varley also suggested providing a map with sign placements marked for the volunteers to use when they placed the signs each time.
A motion by Overhuel, seconded by Keeney, to approve the Special Event Permit Application for Dean's Ice Cream to close Sherwood Avenue from Sterling Avenue to Oak Street once a week from May 1 to October 3, 2022 and direct the City Manager to reduce associated costs as much as possible. On a voice vote, all voted in favor. Motion passed.
A motion by Steele, seconded by Wisnaski, to approve maintaining the one-time \$50 Special Event Permit Application fee for the Dean's Ice Cream special event request. On a voice vote, all voted in favor. Motion passed.
 - B. Deputy Clerk Maggie Fenger reported on an updated room rental policy for the Council Chambers. Deputy Clerk Fenger noted changes that were made based on the discussion at the March 28, 2022

The City of Plainwell is an equal opportunity employer and provider

meeting. Deputy Clerk Fenger stated that the policy was created to provide guidance for city staff when rental requests are received, but was designed to allow the city staff to have flexibility when approving requests. Additionally, the City Manager was given the ability to waive any fees and approve certain requests that may violate the rules of the policy. Councilmember Steele expressed concern regarding the fees in the policy and requested more time to review the draft.

A motion by Steele, seconded by Overhuel, to table the Council Chambers rental policy for reconsideration at a future meeting. On a voice vote, all voted in favor. Motion passed.

11. Communications:

A. A motion by Steele, seconded by Overhuel, to accept and place on file the March 2022 DPS Report and the April 2022 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$104,054.35 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Clerk/Treasurer Kelley reported that Councilmembers Keeler, Keeney and Wisnaski had been handed nominating petition packets for the upcoming November 8, 2022 election. Three Council member positions are on the ballot, and any member of the public who wishes to run for election may contact the City Clerk's Office for a nominating petition packet. Anyone who wishes to run for office must collect not less than 30 and not more than 60 signatures of registered City of Plainwell voters, and petitions are due back to the City Clerk's Office by 4:00pm on July 26, 2022.

Interim Director John Varley reported that there would be Search and Rescue training at the William Crispe House this week both Wednesday and Thursday for the entire Department of Public Safety as well as community partners. He also noted that he had applied for and been awarded a grant for body cameras that would require a 1-to-1 match from the city.

Community Development Manager Denise Siegel reported that a second new business, The Sugar Palace, had opened recently. A ribbon cutting was held and their opening day turnout was excellent. She also noted two businesses, Mayor's Joint and Around the Board Game Café, were planning to open within the next couple months. She also announced the Open House for the Master Plan and Community Recreation Plan would be held on April 14th at 6pm in the Council Chambers. All community members are welcome to attend and provide input on the plans.

Superintendent Bryan Pond reported that the #1 blower had failed a second time, and was being repaired by the factory under the warranty.

Deputy Clerk Fenger reported working with Clerk Kelley on election prep.

Manager Wilson announced a walk through at the Mill on Thursday at 10:30am with the engineer, Melching, Inc and other subcontractors and invited all Councilmembers to attend. He also noted work on a solution to replace the air tanks at DPS, and noted that the background check for the DPS Director candidate was progressing. He expects to announce the new candidate at the next council meeting.

15. Council Comments:

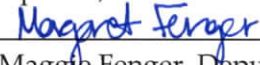
Councilmember Overhuel commented on the vandalism of the Sherwood Park restrooms. Treasurer Kelley reported working on a plan to install cameras in the area. The bathrooms are currently closed until further notice. Interim Director Varley noted that the restrooms do have an automatic lock that locks at 10pm each day.

Councilmember Steele commented on an issue with several kids out riding gas-powered mini-bikes without helmets in the street. She also thanked Community Development Manager Siegel for the Sugar Palace ribbon cutting ceremony, and noted that the Easter Egg Hunt was a great event.

16. Adjournment:

A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 8:15 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Maggie Fenger
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL
April 25, 2022


Maggie Fenger, Deputy City Clerk

MINUTES
Plainwell City Council
April 25, 2022

1. Mayor Pro Tem Steele called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Ken Fritz of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Pro Tem Steele, Councilmember Overhuel, and Councilmember Wisnaski. Absent: Mayor Keeler, Councilmember Keeney
A motion by Wisnaski, seconded by Overhuel, to excuse Mayor Keeler and Councilmember Keeney from the proceedings. On a voice vote, all voted in favor. Motion passed.
5. Approval of Minutes:
A motion by Overhuel, seconded by Wisnaski, to accept and place on file the Council Minutes of the 04/11/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report: Gale Dugan reported that the Allegan County Administrator's Report would begin to be sent out to all municipalities soon. He also reported the creation of a transportation director, as well as bus service expansion as part of the extra funding for the transportation department. He reported that a survey would be sent out in 2022 to gather information from the community to incorporate into future planning, and noted that the Healthy Work Plan had been adopted as a remake of the initial Covid-19 plan. He reported that an Honorarium had been presented to Sgt. Morgan Sullivan for 25 years of service, and that U.S. Representative Fred Upton had been recognized for his 35 years of service.
8. Agenda Amendments: Deputy City Clerk Maggie Fenger noted the addition of one item for consideration, recommending to add item 10H – Change Order – Roof Encapsulation to the agenda.
A motion by Overhuel, seconded by Wisnaski, to add Item 10H as recommended. On a voice vote, all voted in favor. Motion passed.
9. Mayor's Report: Mayor Pro Tem Steele noted that the street sweepers were out and doing a great job cleaning the streets.
10. Recommendations and Reports:
 - A. Deputy Clerk Fenger reported that this resolution would set the annual Arbor Day tree planting celebration. This year, the planting and celebration will be May 20, 2022 in honor of Tim Roush.
A motion by Wisnaski, seconded by Overhuel, to adopt Resolution 2022-07 designating May 20, 2022 as Arbor Day. On a voice vote, all voted in favor. Motion passed.
 - B. Manager Wilson reported that Stanford Lodge had encountered unexpected difficulties associated with opening the William Crispe House and were requesting to withdraw from the lease agreement. Representatives from Stanford Lodge detailed the issues that were discovered, including the need to update the existing elevator and fire suppression system to meet current standards and the supply chain

difficulties involved with acquiring a generator. These issues would all have to be addressed prior to licensing the William Crispe House as a senior living center, which added to the difficulty of the project. Manager Wilson noted that Stanford Lodge had made a good faith effort to open the William Crispe House and that they were simply unable to overcome the issues at hand.

A motion by Wisnaski, seconded by Overhuel, to authorize the City Manager to terminate the lease agreement with Stanford Lodge. On a roll call vote, all voted in favor. Motion passed.

- C. Manager Wilson reported that the grant agreement and RFP for the engineering work portion of the river reconstruction project had been drafted as a collaboration between multiple government entities. Mark Mills, Department of Natural Resources, spoke regarding the project and the possible outcomes of the engineering plans, as well as the various funding options for the project. He noted that one of the criteria of the RFP was that the mill raceway must be engineered in a manner that ensured water would continue to flow through the existing areas so that Plainwell remained an island. He also noted that while the RFP calls the project a removal, the dam itself won't be removed. That term is referring to removing the barriers for fish and recreational boat access, not complete dam removal, so there will still be some engineered structure or feature that holds the water level to the same height as the present height.

A motion by Overhuel, seconded by Wisnaski, to approve the Plainwell #2 Dam and Raceway Structure Removal and Restoration Grant Agreement and RFP and authorize the City Manager to amend the RFP as needed. On a roll call vote, all voted in favor. Motion passed.

- D. DPW Superintendent Bob Nieuwenhuis reported that Honeytree Arborist Services has been hired annually since 2009 to treat the City-owned ash trees for Emerald Ash Borers to prevent damage to the trees. Their work has extended the life of the trees and the pricing has remained the same since 2009. Each year, a rotation of one third of the total amount of ash trees are treated.

A motion by Overhuel, seconded by Wisnaski, to approve a contract with Honeytree Arborist Services for 2022 and 2023 to continue treating the City's ash trees for Emerald Ash Borers at a cost of \$3,600.00 annually. On a roll call vote, all voted in favor. Motion passed.

- E. Superintendent Nieuwenhuis reported that the water meters throughout the city had reached the end of their lifespan and needed to be replaced. The last time all the water meters were replaced was approximately 25 years ago. Etna Supply has been designated the sole source vendor for Sensus water meters and associated equipment. Upgrading the meters and reading equipment will allow for monthly readings instead of quarterly, and will reduce the number of man-hours needed to read the meters, as well as provide a more accurate read. He noted that these meters are a more stable radio frequency, as opposed to a service offered through Verizon, so they should not become obsolete as quickly and the cost should remain stable.

A motion by Wisnaski, seconded by Overhuel, to approve the purchase of Sensus water meters and reading equipment through Etna Supply at a cost of \$482,130.00. On a roll call vote, all voted in favor. Motion passed.

- F. Superintendent Nieuwenhuis requested to rent a skid steer and 40-inch mill and purchase approximately 150 tons of new top mix from Wyoming Asphalt to grind out 2 inches of asphalt throughout Bridge Street. Wyoming Asphalt has competitive pricing but is significantly closer than other asphalt plants. The total cost for product and equipment rental from Wyoming Asphalt for this project would not exceed \$10,000.00.

A motion by Overhuel, seconded by Wisnaski, to approve the purchase of asphalt and use of rental equipment from Wyoming Asphalt to complete Bridge Street repairs in an amount not to exceed \$10,000.00. On a roll call vote, all voted in favor. Motion passed.

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G. Superintendent Nieuwenhuis reported that Well 4 currently uses chlorine gas to treat the raw water the City uses each day. Liquid chlorine is a safer and easier way to treat the water, however the State of Michigan must approve any changes to treatment. Fleis & VandenBrink can create an engineered design and complete the application process with the State of Michigan to change from chlorine gas to chlorine liquid water treatment for \$5,800.00. This is a budgeted item for the 2021-2022 fiscal year.

A motion by Wisnaski, seconded by Overhuel, to approve a contract with Fleis & VandenBrink in the amount of \$5,800.00 to design and complete the application process to the State of Michigan for upgrading Well 4 from chlorine gas to liquid chlorine. On a roll call vote, all voted in favor. Motion passed.

H. Manager Wilson reported that Melching, Inc. had sent a change order related to the roof encapsulation project on Buildings 2 & 3. Damaged places were discovered that needed additional repair beyond the initial scope of the project, and additional material was needed to complete the repair.

A motion by Overhuel, seconded by Wisnaski, to approve a change order from Melching, Inc in the amount of \$69,325.52 for additional decking and coverboard related to the encapsulation project. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A. A motion by Overhuel, seconded by Wisnaski, to accept and place on file the March 2022 Water Renewal Report, the DRAFT 4/12/2022 DDA/BRA/TIFA minutes, and the DRAFT 4/14/2022 Parks & Trees commission minutes. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Wisnaski, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$307,247.30 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Superintendent Nieuwenhuis reported that street sweeping had begun and mowing would be starting soon.

Personnel Manager Sandy Lamorandier reported continued work with Manager Wilson to divide her position's duties and that a job offer had been made for the Director of Public Safety position.

Interim Director John Varley reported that he didn't have anything for this meeting, but he would have some exciting things for the next meeting.

Superintendent Bryan Pond reported attending a meeting where the 2020 Morrow Dam emergency was discussed, and noted that the silt layer released then had made it all the way to Plainwell. He also noted that there were no current laws to address this issue, and that proposed laws would be making their way to the legislature soon.

Commissioner Dugan noted that anyone with concerns about the Kalamazoo River and the issues facing it would be welcome to attend the Kalamazoo River Citizen Advisory Group meetings held on the 4th Thursday of every month. The meetings start at 6pm and are held at the Otsego Township Hall.

Community Development Manager Denise Siegel reported the Rental Rehab grant agreement for 112 N Main had hit a snag with the environmental review. She also noted that market vendors were prepping for the

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outdoor Farmer's Market to open May 19. She reported that a revolving loan for Around The Board Game Café was closing tomorrow, and two more applications were pending. Finally, 2 businesses have opened in the City so far this year, with 2 more pending in the next couple months.

Deputy Clerk Fenger reported continued work preparing for the upcoming election cycle as well as work on redistricting changes.

Manager Wilson reported that a meeting with Melching, Inc would happen soon to discuss liquid damages. He noted that a special Council meeting would likely be needed to approve any final pay applications before the State of Michigan deadline for the project. He noted that the demo and remediation was essentially done, with some minor clean up still happening.

15. Council Comments:

Councilmember Wisnaski reported attending the mill walk through with Manager Wilson, Melching, Inc and various sub-contractors. He noted the building looked completely different, and was now safe, closed up and looked good. He also thanked Gale Dugan and Mark Mills for attending and providing such detailed information.

Councilmember Overhuel thanked Gale Dugan and Mark Mills for attending and stated it was great to hear all the information they provided. He also reported having heard garbage trucks around the City earlier than the allowed time frame as set by the ordinance.

Interim Director Varley asked anyone who heard garbage trucks out before the set start time of 6am to call the Department of Public Safety so they could address the issue immediately. He noted that he would alert the patrol officers to watch for any issues while out patrolling as well.

16. Adjournment:

A motion by Overhuel, seconded by Wisnaski, to adjourn the meeting at 8:26 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Maggie Fenger
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL

May 9, 2022



Maggie Fenger, Deputy City Clerk

MINUTES
Plainwell City Council
May 09, 2022

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. No invocation was given.
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:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 04/25/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment:
Craig McCormick, 235 N Sunset St, stated his concerns about a potential ordinance violation in his neighborhood.

Jim Ferguson, 210 W Hill St, stated his concerns about the speed of traffic driving to or from the schools on his road.

Interim Director John Varley noted that both concerns would be investigated. He also asked anyone with concerns to contact the Department of Public Safety so they could address the concerns in a timely manner.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report:
Mayor Keeler noted that he has had ongoing issues with junk pickers out overnight going through the items he set out for the bulk waste pick up.
10. Recommendations and Reports:
 - A. City Manager Erik Wilson introduced DPS Director Kevin Callahan to the City Council. Director Callahan gave a brief overview of his qualifications.
A motion by Keeney, seconded by Wisnaski, to confirm Kevin Callahan as the new DPS Director. On a voice vote, all in favor. Motion passed.
 - B. Manager Wilson reported that the Request For Proposal had been sent out for sealed bids, and one (1) bid was received from Republic Services for the bulk waste/recycling contract. The current contract expires June 30, 2022 and there are different options to be considered. Republic Services submitted a bid for both bulk waste and recycling, while Allegan County has approved two options for recycling through the county program. Deputy City Clerk Maggie Fenger explained the county options and the difference

between services provided by the county and Republic Services. Council directed staff to create a presentation or memo that outlined all possible options for consideration at a future meeting.

- C. Personnel Manager Sandy Lamorandier reported that the 80%/20% health care cost option needs to be adopted for each plan year. Resolution 2022-08 establishes the 80%/20% health care cost option for the 2021-2022 plan year. She stated that going forward this resolution will be part of the budget process along with the other annual budget-related resolutions.

A motion by Steele, seconded by Overhuel, to approve Resolution 2022-08 establishing the 80%/20% health care cost option for the 2021-2022 plan year. On a voice vote, all voted in favor. Motion passed.

- D. Interim Director Varley reported that the current air fill station has reached the end of its usable life and is out of compliance. The air fill station is needed for filling the self-contained breathing apparatus used by firefighters operating in dangerous environments. Five quotes were received for the new system, and based on the items included such as training as well as installation and better equipment, Interim Director Varley recommends the system by West Shore Fire. The low bid received does not address all the needs of the system, and several bidders were in different states which would make annual maintenance difficult. Interim Director Varley noted that he had contacted several other departments that use the Mako system and use West Shore Fire and got great reviews for both.

A motion by Overhuel, seconded by Steele, to approve a contract with West Shore Fire for a new air fill station cost, delivery, installation and training in an amount not to exceed \$44,000.00. On a roll call vote, all voted in favor. Motion passed.

- E. DPW Superintendent Bob Nieuwenhuis reported that the belly blade on Truck 10 needed to be repaired and at this time the only company that specializes in this type of work is Truck & Trailer Specialties. The cost to repair or replace the components of the blade is expected to be \$6,119.00 with most of the parts currently in stock.

A motion by Wisnaski, seconded by Keeney, to approve a contract with Truck & Trailer Specialties for repairs on Truck 10 in the amount of \$6,119.00. On a roll call vote, all voted in favor. Motion passed.

- F. WR Superintendent Bryan Pond reported that the new local limit was evaluated in the recent M.A.H.L. study and recalculating the fees at this time would make sense. Fleis & VandenBrink performed the M.A.H.L. study and will do the surcharge calculations for \$3,600.00. The current budget includes funding that can be used for this work.

A motion by Steele, seconded by Overhuel, to approve a contract with Fleis & VandenBrink for surcharge calculations in the amount of \$3,600.00. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

- A. A motion by Steele, seconded by Overhuel, to accept and place on file the April 2022 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$205,513.57 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Clerk/Treasurer Kelley reported that redistricting was underway due to the census, and new voter ID cards had been mailed this week to every registered voter. The new ID cards show the new districts; however, no other changes have been made. He also reported working on identifying revenue sources for the upcoming budget work.

Personnel Manager Lamorandier reported ongoing work training Treasurer Kelley on her portion of the budget work, an upcoming insurance agent meeting, and SEIU contract negotiation work. She also congratulated Director Callahan and welcomed him.

Interim Director Varley reported that he was looking forward to Director Callahan's arrival, and noted an upcoming training he and Director Callahan would be attending.

Community Development Manager Denise Siegel reported that two revolving loan applications were on the agenda for tomorrow's DDA meeting: Mayor's Joint and Barbed Wire Café. She reported working on preparing for the outdoor Farmer's Market to open next week, as well as continued progress on the rental rehab project. She noted that Highland Ridge Boutique had opened on Saturday, making it the third business to open in Plainwell this year.

Superintendent Pond reported one capital improvement project involving replacing doors was completed and the other project involving replacing handrails was underway. He also noted annual sampling would begin soon.

Superintendent Nieuwenhuis reported that the Bridge Street repair project was completed, and had helped the DPW learn a lot about their equipment needs and different processes for future road repair projects. He reported that the two items previously approved for sale at auction had sold for more than anticipated. The plow truck had sold for just over \$9,000 and the diesel generator had sold for \$2,400.

Deputy Clerk Fenger reported upcoming election training provided by the State Bureau of Elections and hosted by Allegan County, as well as working with Clerk Kelley on the redistricting project.

Manager Wilson reported continued work on the mill project, including receiving an extension on the grant, and work on liquidated damages and the punch list. He also reported hosting a tour recently of the river dam project sites for contractors about an upcoming grant project through the State of Michigan to replace the #2 dam in Plainwell. He noted continued contract negotiations with SEIU. He also welcomed Director Callahan to the City and stated he was excited to work with him.

15. Council Comments:

Councilmember Wisnaski thanked Interim Director Varley for his work as the Interim Director, and welcomed Director Callahan.

Councilmember Keeney also thanked Interim Director Varley for his work as the Interim Director, and welcomed Director Callahan.

Councilmember Overhuel welcomed Director Callahan and stated that he thought Interim Director Varley had done a good job on the proposal for the new air fill station. He stated that he had learned a lot from the proposal and presentation, and was impressed with the work Interim Director Varley had put into the proposal. He also requested that a list of the current ordinance violations and how they were being addressed would be provided to the Council at each meeting.

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Councilmember Steele welcomed Director Callahan and his family and extended family that attended in support of him.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:02 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Maggie Fenger
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL

May 23, 2022



Maggie Fenger, Deputy City Clerk