

City of Plainwell



Rick Brooks, Mayor
Lori Steele, Mayor Pro-Tem
Brad Keeler, Council Member
Todd Overhuel, Council Member
Roger Keeney, Council Member

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“The Island City”

AGENDA City Council Monday, December 11, 2017 7:00 PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary – 11/27/2017 Regular Meeting**
6. **General Public Comments**
7. **County Commissioner Report**
8. **Presentations**
9. **Agenda Amendments**
10. **Mayor's Report**
11. **Recommendations and Reports:**

A. Resolution 17-22 – Redevelopment Ready Community Certification

Karen Wieber, Senior RRC Planner will provide Plainwell’s RRC Assessment. Additionally, Council will consider adopting a resolution authorizing implementation of recommendations necessary to receive RRC Certification.

B. Board & Commission Member Appointment

Council will consider confirming the Mayor’s appointment of Mr. Tom Belco to the Parks & Trees Commission to a 3-year term.

C. Public Safety Cruiser Purchase

Council will consider approving the purchase of a 2018 Ford Utility Police Service package vehicle from Signature Ford for \$31,235.00.

D. North Prince Street – Change Order #1 and Payment Request #1

Council will consider approving Change Order #1 for a decrease of \$4,258.45 and Payment Request #1 to Kalin Construction for \$120,465.13 for the North Prince Street Project.

12. **Communications:** The November 2017 Fund Balance and Investment Reports, and the DRAFT 12/06/2017 Planning Commission Minutes.
13. **Accounts Payable - \$93,050.02**
14. **Public Comments**
15. **Staff Comments**
16. **Council Comments**
17. **Adjournment**

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

The Island City

Plainwell is an equal opportunity provider and employer

MINUTES
Plainwell City Council
November 27, 2017

1. Mayor Brooks called the regular meeting to order at 7:02 PM in City Hall Council Chambers.
2. Don Mejeur from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-Tem Steele, Councilman Keeler, and Councilman Overhuel.
Absent: Councilman Keeney.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 11/13/2017 regular meeting. On voice vote, all voted in favor. Motion passed.
6. General Public Comments: None
7. County Commissioner Report: None.
8. Presentations:
The City recognized Shirley Wilfinger for 20 years of continued employment.
9. Agenda Amendments: None
10. Mayor's Report: None.
11. Recommendations and Reports:
 - A. Community Development Manager Siegel reported about a site plan for Ace Parking Lot Striping for a pole barn onsite. The Planning Commission has reviewed the site plan and recommends approval.
A motion by Steele, seconded by Keeler, to approve the site plan for the addition of a pole barn at Ace Parking Lot Striping at 939 Industrial Drive. On a voice vote, all in favor. Motion passed.
 - B. Clerk/Treasurer Kelley reported members of two citizen boards have offered to continue serve and a citizen has stepped forward to complete Chris Slinkman's term on the Planning Commission after Mr. Slinkman's resignation.
A motion by Overhuel, seconded by Steele, to confirm the Mayor's re-appointment of Jim Higgs to the Planning Commission and Marsha Keeler to the Parks & Trees Commssion, as well as the appointment to Rachel Colingsworth to the Planning Commission to complete Chris Slinkman's term. On a voice vote, all in favor. Motion passed.
 - C. Superintendent Pond briefed Council about the Dystor sensor that needs replacement to maintain high standard options at the Water Renewal Plant.
A motion by Keeler, seconded by Steele, to approve the purchase of a replacement sensor in the Dystor system from Evoqua Water Technologies for \$3,711.00. On a roll-call vote, all in favor. Motion Passed.
 - D. Director Bomar reported that the existing electronic control devices, commonly known as Tasers, reached the end of their useful life and need replacement
A motion by Keeler, seconded by Overhuel, to approve the purchase of two (2) replacement electronic control devices, and related accessories, from Axon Enterprise Inc for \$4,337.52. On a roll-call vote, all in favor. Motion Passed.

12. Communications:

A. A motion by Steele, seconded by Overhuel, to accept and place on file the October 2017 Public Safety and Water Renewal reports, the DRAFT 11/13/2017 DDA-BRA-TIFA Minutes and the DRAFT 11/14/2017 Planning Commission Minutes. On a voice vote, all in favor. Motion passed.

13. Accounts Payable:

A motion by Keeler, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$187,373.47 for payment of same. On a roll call vote, all in favor. Motion passed.

14. Public Comments None.

15. Staff Comments

Superintendent Updike reported preparing for Holiday celebrations.

Community Development Siegel briefed Council on upcoming Holiday celebrations and reported a very successful "Shop Small" event on November 25 that brought 300 people to the Indoor Farmers Market with a very positive experience.

Superintendent Pond reported on capital project activities.

Director Bomar reminded Council of the upcoming Shop With a Cop event on December 13 benefitting local area middle-schoolers. He also briefed Council about a recent trailer heist.

Clerk/Treasurer Kelley noted preparing for 2018 events.

16. Council Comments: None

17. Adjournment:

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

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

SUMMARY
Plainwell City Council
November 27, 2017

1. Mayor Brooks called the regular meeting to order at 7:02 PM in Council Chambers at City Hall.
2. Invocation given by Don Mejeur from Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Brooks, Steele, Keeler, and Overhuel. Absent: Keeney.
5. Approved Minutes/Summary of the 11/13/2017 regular meeting.
6. Recognized a 20-year employee service accomplishment.
7. Approved site plan for Ace Parking Lot Striping for a pole barn at 939 Industrial Drive.
8. Confirmed an appointment and two (2) re-appointments to citizen boards.
9. Approved purchase of a methane sensor from Evoqua Water Technologies for \$3,711.00.
10. Approved purchase of electronic control devices from Axon Enterprise Inc. for \$4,337.52.
11. Accepted and placed on file the October 2017 Public Safety and Water Renewal Reports, the DRAFT 11/13/2017 DDA-BRA-TIFA Minutes and the DRAFT 11/14/2017 Planning Commission Minutes.
12. Approved Accounts Payable for \$187,373.47.
13. Adjourned the meeting at 7:20 pm.

Submitted by,
Brian Kelley
City Clerk/Treasurer

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redevelopment ready
communities®

Report of Findings

City of Plainwell

September 2017

MICHIGAN ECONOMIC
DEVELOPMENT CORPORATION

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Redevelopment Ready Communities® (RRC) is a certification program supporting community revitalization and the attraction and retention of businesses, entrepreneurs and talent throughout Michigan. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning for the future — making them more attractive for projects that create places where people want to live, work and invest.

To become formally engaged in the RRC program, communities must complete the RRC self-evaluation and a community representative must attend all six best practice trainings. The governing body must also pass a resolution of intent, outlining the value the community sees in participating in the program. Representatives from Plainwell's city staff submitted the city's self-evaluations in February 2017 and attended trainings in December 2014. In November 2016, city council passed a resolution of intent to participate in the program.

Developed by experts in the public and private sector, the RRC best practices are the standard to achieve certification, designed to create a predictable experience




for investors, businesses and residents working within a community; communities must demonstrate that all best practice criteria have been met to receive RRC certification. Our evaluation encourages Plainwell to reach further in order to achieve RRC certification by utilizing such strengths as a recently adopted master plan, an informative and visually appealing website that includes the city's highest priority redevelopment sites, and strong encouragement of ongoing training for staff and officials. In a time when businesses can locate anywhere in the world, a community that is dedicated to a proactive approach for revitalization and straightforward procedures will stand out. While a spirit for redevelopment exists, the city needs to adopt a six-year capital improvements plan, review economic development goals and implementation steps, review and revise the site plan approval process and develop a public participation strategy. The RRC certification is a statement to the private sector that Plainwell's development process is streamlined, predictable and user-friendly and these steps will help ensure the city's competitiveness and secure RRC certification

The basic assessment tool for evaluation is the RRC best practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC best practice components have been met to become RRC certified. Once received, certification is valid for three years.

Measurement of a community to the best practices is completed through the RRC team’s research, observation and interviews, as well as the consulting advice and technical expertise of the RRC advisory council. The team analyzes a community’s development materials, including, but not limited to: the master plan;

redevelopment strategy; capital improvements plan; budget; public participation plan; zoning regulations; development procedures; applications; economic development strategy; marketing strategies; and website. Researchers observe the meetings of the community’s governing body, planning commission, zoning board of appeals and other committees as applicable. In confidential interviews, the team also records the input of local business owners and developers who have worked with the community.

A community’s degree of attainment for each best practice criteria is visually represented in this report by the following:

	Green indicates the best practice component is currently being met by the community.
	Yellow indicates some of the best practice component may be in place, but additional action is required.
	Red indicates the best practice component is not present or outdated.

This report represents the findings of the evaluation of the city of Plainwell’s redevelopment processes and practices. All questions should be directed to the RRC team at RRC@michigan.org.

Plainwell has completed 51% of the Redevelopment Ready Communities® criteria and is in the process of completing another 41%.

1.1.1	1.1.2	1.1.3 (N/A)	1.1.4	1.2.1	1.2.2	1.2.3
2.1.1	2.1.2	2.1.3	2.1.4	2.1.5	2.1.6	2.1.7
2.1.8	3.1.1	3.1.2	3.1.3	3.1.4	3.1.5	3.1.6
3.1.7	3.1.8	3.1.9	3.2.1	3.2.2	4.1.1	4.1.2
4.2.1	4.2.2	4.2.3	4.2.4	5.1.1	5.1.2	5.1.3
5.1.4	5.1.5	5.1.6	6.1.1	6.1.2	6.2.1	6.2.2

Best Practice 1.1—The plans

Best Practice 1.1 evaluates community planning and how the redevelopment vision is embedded in the master plan, downtown plan and capital improvements plan. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future, while assisting the city in achieving its stated goals. Local plans can provide key stakeholders with a roadmap for navigating the redevelopment process in the context of market realities and community goals.

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and review the master plan at least once every five years after adoption. The master plan should serve as a roadmap and foundation for future decision-making, as well as the official policy guide for community development.

Plainwell's master plan was last updated in October 2016. The plan contains a variety of background data on existing conditions in the community, and future-looking descriptions of priority areas including the M-89 Corridor, downtown Plainwell, the former Plainwell Paper Mill site and the former Harding's Market site. The plan also includes transportation planning, complete streets, the need for a variety of housing choices, consideration of low impact development techniques appropriate for Plainwell, and the importance of the master plan in shaping the capital improvements plan. Chapter 5 describes the overall master plan goals of the community around the topics of natural feature preservation and protection particularly the riverfront, preservation and protection of the downtown and neighborhoods, safe transportation options, Smart Growth principles toward enhancing quality of life, provision of job opportunities to raise household incomes, and enhancing the character of non-residential areas including commercial corridors and the waterfront. A thorough implementation matrix containing actions, responsible parties, timing, priority, funding and status follows the goals section, providing a direct roadmap toward accomplishing master plan goals. One of the city's

major redevelopment site priorities, the former Plainwell Paper Mill, was acquired by the city in 2006. Several town meetings were held to develop a community vision and plan for the site. The concept plan preserves and adaptively reuses the original mill buildings, with the remainder having a mixed-use of residential, commercial, office and special event space. City Hall was relocated to the top floor of the historic Paper Mill in 2014, and efforts continue to market development-ready portions of the mill buildings and land. The second priority redevelopment site, the former Harding's Market, is located at the southwest corner of Bannister Street and Anderson Street; the community vision for this site would include retail, and provide jobs for the local employment base. A zoning plan is provided in the master plan which describes how the future land use map categories relate to Plainwell's zoning districts. The master plan is conveniently located on the city website, allowing prospective investors and residents access 24/7. Progress on the master plan should be reported annually to the city council, perhaps through the planning commission annual report.

Downtown is often viewed as the focal point of a community; it is an indicator of economic health and serves as a gathering place. Planning for Plainwell's downtown is provided as a sub-area within the master plan, with TIF (tax increment financing) funds used for implementation. The downtown plan calls for a focus on continued infill development, redevelopment (particularly Harding's Market), revitalization projects, streetscape and landscape enhancements and continued support for building façade improvements. The plan notes that second story and loft apartments are important to encourage new housing options and support higher residential population in the downtown, and parking and building entrances should be located carefully in order to encourage a pedestrian-friendly, walkable streetscape. The downtown subarea map located in the master plan provides specific recommended pedestrian-friendly enhancements in the downtown and along the riverfronts. The plan also mentions form-based code as a possibility toward

Best Practice 1.1—The plans *continued*

accomplishing downtown and master plan goals. Implementation of the downtown goals and strategies is provided utilizing TIF funds. A summary of the TIF plan is accessible online, including a map of the development area boundaries. To fully meet the RRC best practice, projects including estimated costs and a timeline for completion should be posted online as well.

Dwindling resources and increasing costs put pressure on local governments to make limited budgets work more efficiently. A comprehensive capital improvements

plan (CIP) is an essential tool for the planning and development of the physical and economic well-being of a community. The CIP is a tool to implement the vision and goals identified in other plans, and provides a link between planning and budgeting for capital projects. A CIP should detail a minimum of six years of public structures and improvements and should be reviewed annually. Once adopted, the CIP should be made accessible online.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a master plan in the past five years.	<input type="checkbox"/> Report master plan progress at least annually to the city council	3 months
	The governing body has adopted a downtown plan.	<input type="checkbox"/> Identify projects including estimated project costs and a timeline for completion	3 months
	The governing body has adopted a corridor plan.	N/A	
	The governing body has adopted a capital improvements plan.	<input type="checkbox"/> Adopt a capital improvements plan in compliance with the MPEA and RRC best practices	9 months

Best Practice 1.2—Public participation

Best Practice 1.2 assesses how well the community identifies and engages its stakeholders on a continual basis. A public participation strategy is essential to formalize those efforts and outline how the public will be engaged throughout the planning and development processes. Public participation aims to prevent or minimize disputes by creating a process for resolving issues before they become an obstacle.

The city of Plainwell has utilized both basic and proactive methods to engage the community, including open meetings, newspaper postings, website postings, attachments to water bills, fliers posted on the community door, announcements at governing body meetings, charrettes, community workshops and social networking. Plainwell has compiled these efforts into a draft public participation strategy. The

strategy incorporates the goals that the city is trying to accomplish, and the situation in which the techniques would be utilized, all organized by “inform, consult, involve, collaborate, or empower.” To round out the guidance document, key stakeholders should be identified and their unique communication needs, encompassing all planning processes. The draft document notes the need to provide feedback on how public influenced the decision; the strategy should also articulate how the community intends to share those outcomes. Examples include meeting minutes posted online, social media and in the appendices of plans. Having a clear public engagement strategy shows that the community values citizen input in the decision-making process and ensures accountability.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a public participation plan for engaging a diverse set of community stakeholders.	<input type="checkbox"/> Complete the public participation strategy, as outlined in Best Practice 2.1	3 months
	The community demonstrates that public participation efforts go beyond the basic methods.	✓	
	The community shares outcomes of public participation processes.	<input type="checkbox"/> Track success of various outreach methods and incorporate ways of communicating community participation results, as part of the public participation strategy	3 months

Best Practice 2.1—Zoning regulations

Best Practice 2.1 evaluates the city’s zoning ordinance and assesses how well it implements the goals of the master plan. Zoning is a significant mechanism for achieving desired land use patterns and quality development. Foundationally, the Michigan Zoning Enabling Act (MZEA), Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions. The Act requires that the master plan contain a zoning plan, which provides explanation of how the land use categories on the future land use map relate to the districts on the zoning map. Zoning serves as an essential tool for shaping inviting, walkable communities. It plays a key role in implementing the vision in the master plan, and can encourage desired development and ensure predictability for developers.

Plainwell’s zoning ordinance is available on the city’s website as a part of the full city code of ordinances. Individual zoning district sections are also available on the planning and zoning webpage of the city site. The downtown area of Plainwell is zoned CBD, Central Business District. Within this district, mixed use buildings are permitted; sidewalk and outdoor cafes are permitted uses as well. Section 53-132 provides for restaurants to operate outdoor cafes by special permit. Additionally, specific standards for restaurant signage and signage located on downtown sidewalks is included in the ordinance, further enhancing the pedestrian experience. Form based code is a potential implementation step in the master plan; the city could revisit this option during the next zoning ordinance update. The ordinance includes provisions for protection of the city’s water system by regulating the land use and the storage, handling, use and/or production of regulated substances within the wellhead capture zone. To protect historic resources and encourage their long-term use, the city also has two historic districts listed on the National Register of Historic Places; the West Bridge Historic District and the Island Historic District. The planning commission and council also has flexibility to encourage reuse of historic properties by allowing for the occupation of designated structures or properties for use other than those permitted in the zoning district in which it lies.

Communities can encourage desired development types and implement the community vision through the incorporation of flexible zoning tools. Special land use procedures and requirements are provided and clearly defined in Section 130 of the zoning ordinance. Completed special approval permit applications are submitted to the city clerk; site plan approval is also required for special approval permits. The city clerk reviews the application package, consults with the zoning board of appeals if ordinance interpretation is needed, then makes advisory comments about the site plan before forwarding the complete application to the city planning commission for review and recommendation. Site plans are forwarded to various departments for technical review if necessary. The planning commission reviews the special approval use application and site plan, then makes a recommendation to city council. City council approves, denies or approves with conditions. Additional flexibility can be found through the variety of uses that are allowed in the industrial and commercial zoned districts including breweries, indoor recreation, and research/laboratory uses. During the next zoning ordinance update, the city could review both the commercial and industrial zoning district uses to determine if additional compatible uses that serve new-economy type businesses should be added, to encourage development and redevelopment of those sites.

Allowing for a variety of housing options can help meet community master plan goals of preserving the unique character of neighborhoods, promoting the community as a place where people can live, raise families and grow old, and attracting a diverse workforce. Plainwell’s zoning ordinance allows for residential units above non-residential uses, cluster housing and attached single family units.

Communities can also implement a variety of master plan goals through provision of non-motorized transportation and flexible parking standards. When reviewing site plans, pedestrian walkways must be provided as appropriate, for separating pedestrian and vehicular traffic. Additional ordinance language or city policy should be considered to compel completion of the sidewalk network when a site is developed or

Best Practice 2.1—Zoning regulations *continued*

redeveloped, toward accomplishing Plainwell’s goal of making the city a walkable community. Provisions toward improving the non-motorized user experience should be considered, such as pedestrian lighting, traffic calming measures, bicycle parking and public realm standards.

Plainwell’s parking standards provide flexibility in a number of ways. The planning commission may recommend and city council approve a variation or modification of the parking space requirements where existing off-street parking facilities have unused parking capacity and are open to the public. And land uses within the central business district zoning designation may be exempt from the table of parking space requirements if the zoning board of appeals determines that required parking cannot be met. While these provisions provide some opportunity for flexible parking when appropriate, the city could consider additional provisions so that development and redevelopment projects are not unnecessarily hindered, making it more difficult to achieve community master plan goals.

Stormwater runoff is a major cause of water pollution in developed areas. Street trees and parking lot landscaping can help mitigate the impact of the heat island effect and enhance the appearance of the community. Plainwell’s zoning ordinance encourages use of native, non-invasive species and encourage preservation of existing trees. The city maintains a list

of recommended and preferred trees for installation; species in the list were selected by the Parks and Trees Commission because of their aesthetic quality and climate compatibility. Plant materials existing on the site prior to development may be included toward meeting the landscape requirements.

One street tree must be planted on all new construction sites for each site or lot of 75 feet or less, and at least two trees for every lot in excess of 75 feet frontage. The ordinance also requires a masonry wall or planting strip whenever a parking lot abuts a residential district. The next time the ordinance is updated, the city may wish to incorporate landscaping standards for the interior of a parking lot.

Clarity of ordinance rules, requirements, definitions and processes is critical to entice investment in a community, as is the ease of obtaining a copy of the ordinances themselves. Plainwell’s zoning ordinance is available on the city website and is available in hard copy at convenient locations. During the next update of the ordinance, the community could choose to review the document toward the goal of maximizing its user-friendliness, including a refresh of the graphics. The online code of ordinances could be enhanced by creating a clickable table of contents, making it easier to move throughout the document.

Best Practice 2.1—Zoning regulations *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The governing body has adopted a zoning ordinance that aligns with the goals of the master plan.	✓	
	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.	✓	
	The zoning ordinance includes flexible tools to encourage development and redevelopment.	✓	
	The zoning ordinance allows for a variety of housing options.	✓	
	The zoning ordinance includes standards to improve non-motorized transportation.	<input type="checkbox"/> Provide standards for elements that enhance non-motorized transportation	9 months
	The zoning ordinance includes flexible parking standards.	✓	
	The zoning ordinance includes standards for green infrastructure.	✓	
	The zoning ordinance is user-friendly.	✓	

Best Practice 3.1—Development review policy and procedures

Best Practice 3.1 evaluates the city’s development review policies and procedures, project tracking and internal/external communications. The purpose of the site plan review process is to ensure that plans for specific types of development comply with ordinance regulations. An efficient site plan review process is integral to being redevelopment ready and can assist a community in attracting investment dollars while ensuring its zoning ordinance and other laws are followed. Site plan review procedures and timelines should be communicated in a clear and concise manner to prospective developers and business owners.

Plainwell’s site plan review process is described in Section 128 of the city zoning ordinance. The ordinance describes the instances for which a site plan is required, the process for review, documents to be submitted in the site plan package, and criteria for reviewing the plan. The city encourages conceptual site plan reviews; this policy should be documented so that all parties are aware. Suggested places to note this are in the zoning ordinance, on the website or on the site plan review application. This important first step in the process provides an opportunity for the city to articulate master plan goals to prospective applicants, explain the development review process and ordinance requirements and any other items of special concern. Once received, completed site plans are submitted to the city manager’s office; the city manager submits copies to the joint site plan review team for review. The team includes the Department of Public Safety, Department of Public Works, City Engineer and other departments as appropriate. Site plans are then submitted to the Planning Commission for review and recommendation, then approved by City Council. On a day to day basis, the community development manager handles project intake responsibilities, including coordination with applicants and processing of applications. For minor redevelopment or expansion projects, the city manager may waive the data submission requirements and accept a site plan with the information listed in sub-section K. To encourage common understanding amongst all parties involved and provide a quick overview of the expected timeframe, a flowchart portraying the site plan review process

should be developed, including timelines. The zoning ordinance provides a high level of detail regarding the roles, responsibilities and timelines of the entire site plan review process, including internal steps. This allows for continuity of polices and processes in the case of staffing changes or back-up staff stepping in to assist.

Prompt action on development requests is key to becoming redevelopment ready. Utilizing a tracking mechanism streamlines the development process by alleviating potential delays and allows other staff to step in and assist if needed. A project check sheet is currently under development, as a means of tracking a project throughout the process. Weekly meetings with the city’s permitting and inspections provider ensure that projects are tracked during the permitting and inspections stage, and any challenges are discussed and managed. Further, the invoice intake and processing system managed by the third-party and provided to the city regularly serves as an information backup of permit status. Plainwell’s zoning ordinance provides for City Council review and approval of all site plans. The intent of the site plan review process, as described in the Michigan Zoning Enabling Act, is administrative and technical in nature. Site plan decisions should be based upon requirements and standards contained in the ordinance, along with other authorized statues and planning documents. While the zoning ordinance outlines a timely site plan review process overall, the city should determine how to allow the planning commission to be the final approving body for permitted uses. This can remove a step for projects that are already deemed acceptable in the proposed district, while reducing city council agendas and administrative work.

Significant public opposition or concern can slow down the review and approval of a project and ultimately cost the developer time and money. Often, public concern arises out of limited or incorrect understanding of a project. By soliciting public input early in the process, well before required public meetings and hearings, neighboring residents and business owners can make their concerns known to a developer, potentially preventing or minimizing disputes before they become an obstacle. This policy should be incorporated into the

Best Practice 3.1—Development review policy and procedures *continued*

public participation strategy. Examples include sending notices to affected residents early on by providing mailing labels to the developer, informing through social media or other channels, or the city offering space for the developer to host a meeting with affected neighbors to discuss concerns.

Stakeholder feedback indicated generally positive customer service experiences throughout the development review process, with particular compliments to city staff for excellent customer service

and proactive problem solving. However a better measure of customer service and possible process improvements can be found through consistent solicitation of customer feedback of both the site plan approval process, and the permitting and inspections process. The joint site plan review team, including the permitting and inspections staff, should meet at least annually to capture lessons learned and amend the process accordingly.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
Green	The zoning ordinance articulates a thorough site plan review process.	✓	
Green	The community has a qualified intake professional.	✓	
Yellow	The community defines and offers conceptual site plan review meetings for applicants.	<input type="checkbox"/> Define and document the offer of conceptual site plan review	3 months
Red	The community encourages a developer to seek input from neighboring residents and businesses at the onset of the application process.	<input type="checkbox"/> Incorporate policy that assists developers in seeking input into the public participation strategy	6 months
Green	The appropriate departments engage in joint site plan reviews.	✓	
Green	The community has a clearly documented internal staff review policy.	✓	
Yellow	The community promptly acts on development requests.	<input type="checkbox"/> Authorize the planning commission to approve permitted uses <input type="checkbox"/> Develop easy to follow flowchart(s) of the site plan review process including timelines	6 months
Yellow	The community has a method to track development projects.	<input type="checkbox"/> Finalize mechanism(s) to track projects during the development review process	6 months
Red	The community annually reviews the successes and challenges with the site plan review and approval procedures.	<input type="checkbox"/> Develop a formal customer feedback mechanism; integrate changes in process were applicable <input type="checkbox"/> Hold joint site plan review meetings, including permitting and inspections staff	6 months

Best Practice 3.2—Guide to Development

Best Practice 3.2 evaluates the availability of the community’s development information. Land use planning and development involves a wide range of stakeholders. For the process to work effectively, everyone involved must understand roles and responsibilities. Development materials should be assembled to help citizens, developers and public officials gain a better understanding of how the process works in each community. Most of the guide to development items are available on the City of Plainwell website, including contact information, meeting schedules via the calendar, relevant ordinances, site plan review requirements and application, site plan review requirements, rezoning application, variance request application, special use application, fees schedule as listed on each development review application, financial assistance tools, and

application for building permit. Information to be added includes flowchart(s) of development processes including timelines, and conceptual meeting availability and procedures. Once the additional items are gathered, they must be assembled in a cohesive way that allows for easy and logical linkages amongst all of the components on the website.

Communities must review the fee schedule annually to ensure they are appropriate, and Plainwell fees can be found on the city website on each development review application. The fees are reviewed annually as part of the budget process. Plainwell accepts credit cards as payment for fees, providing a convenient options for customers, as credit card payment is increasingly becoming a standard expectation for developers and the general public.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community maintains an online guide to development that explains policies, procedures and steps to obtain approvals.	<input type="checkbox"/> Collect and assemble all “Guide to Development” components	12 months
	The community annually reviews the fee schedule.	✓	

Best Practice 4.1—Recruitment and orientation

Best Practice 4.1 evaluates how a community conducts recruitment and orientation for newly appointed or elected officials. Such officials sit on the numerous boards, commissions and committees that advise city leaders on key policy decisions. Plainwell’s application for appointment to citizen boards and commissions can be found on the city website on the application forms and permits page. The application lists the committee choices for which applicants may apply, and asks applicants to explain their experience that would assist them in performing the duties of the board/commission, and also why they wish to serve on the board or commission. Outlining expectations of and desired skill

sets for open seats would assist prospective applicants in understanding the roles and responsibilities of each position, so applicants can easily determine the best match for their skill set.

Once appointed, new board and commission members receive an orientation packet that is specific to their position. Informational categories for the packet include commissioner information, general information and municipal documents. Documenting the list of orientation materials within an internal process document organized by board or commission would ensure that on-boarding procedures for new board and commission members are handled consistently.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community sets expectations for board and commission positions.	<input type="checkbox"/> Incorporate desired skill sets and expectations in the board and commissions application, as appropriate	3 months
	The community provides orientation packets to all appointed and elected members of development-related boards and commissions.	✓	

Best Practice 4.2—Education and training

Best Practice 4.2 assesses how a community encourages training and tracks educational activities and needs for appointed and elected officials and staff. Trainings provide officials and staff with an opportunity to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues. Plainwell has a training budget allocated for elected and appointed officials and staff. On-going training is essential to keep up with continuing education requirements, changing laws and regulations and improved guidelines and best practices. Attendance at trainings is currently tracked through meeting minutes. Tracking attendance in a singular fashion, perhaps through a spreadsheet, allows for easier identification of gaps in training and planning of future trainings, especially those that assist in accomplishing city goals and objectives. This tracking mechanism could be used to help increase the proficiencies of new members by recommending training opportunities that have been valuable for other members in the past. While officials and staff are encouraged to attend trainings through the city’s funding of the training cost, meals and travel, it is critical that prospective attendees are notified of training opportunities on a consistent basis. To encourage an environment of continuous learning, training opportunity notification could become a regular city practice by signing up all board and commission members for email notification

from appropriate municipal associations, through a standing agenda item during meetings, or in regular email from city leadership for as example. To stretch training dollars even further, training participants should be encouraged to share training information learned with those not in attendance. Examples include a standing agenda item, brief summaries or notes of the training included in board and commission packets and by making training information available at city hall or on social media.

Sharing information between elected and appointed officials and staff is key to the efficient functioning of a community’s development process. Collaborative work sessions among development-related boards and commissions, including joint trainings on development topics, should take place at least once per year. These work sessions and/or joint trainings are also an ideal opportunity to review the planning commission annual report, discuss land use issues and opportunities, review past year successes and establish goals for the upcoming year. Collaborative trainings and work session build trust and understanding between the various boards and commissions that each play a role in the development process. Collaboration currently takes place in a variety of ways, including staff liaisons participating on boards and commissions and the combined DDA/BRA/TIFA board membership and responsibilities.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has a dedicated source of funding for training.	✓	
	The community identifies training needs and tracks attendance of the governing body, boards, commissions and staff.	<input type="checkbox"/> Create a training tracking mechanism for city boards, commissions and staff as outlined in Best Practice 4.2	6 months
	The community encourages the governing body, boards, commissions and staff to attend trainings.	<input type="checkbox"/> Develop regular practices so that elected and appointed official and staff are consistently notified about training opportunities	3 months
	The community shares information between the governing body, boards, commissions and staff.	<input type="checkbox"/> Prepare annual planning commission report for the governing body <input type="checkbox"/> Consider ways for training participants to share information with those not in attendance <input type="checkbox"/> Hold a collaborative work session, at least annually, which could include joint trainings on development topics	6 months

Best Practice 5.1—Redevelopment Ready Sites®

Best Practice 5.1 assesses how a community identifies, visions for and markets their priority redevelopment sites. Communities must think strategically about the redevelopment of properties, and investments and should be targeted in areas that can catalyze further development around it. Instead of waiting for developers to propose projects, Redevelopment Ready Communities® identify priority sites and prepare information to assist developers in finding opportunities that match the city’s vision.

Plainwell has identified a number of sites as priorities for redevelopment. The sites and their basic information, vision and available incentives are listed on the Available Properties page of the city’s website. Available sites are also part of the banner on the top of all city webpages. Those sites include: 120 South Main Street, 962 Industrial Parkway, 115 North Main Street, 927 Lincoln Parkway, 135 North Anderson Street, 200 East Bridge Street, 114 South Main Street, 200 Allegan, 617 Jersey Street, 611 Allegan Street, 601 Allegan Street, and 501 Jersey Street. An additional webpage on the city site provides

specific incentives available in the city and direction on how to pursue them; those include historic preservation tax credits, brownfield redevelopment, small business revolving loans and tax abatement. Information on the city’s highest priority site, the Plainwell Paper Mill redevelopment, can be found on its own webpage of the city site. Extensive information is provided including aerial photos, building and land information, history of the site, and a complete list of reports and articles written about the site. The city has held numerous public meetings to gather input toward a site vision, and recently held a developers forum to entice interest in the site. The available properties page of the website provides information on specific parcels within the site that are for sale or lease. While the information is certainly meeting the intent of the property information package (PIP) best practice, the city may wish to develop PIP marketing materials that are shorter, perhaps 1–2 pages, and more concisely describe the site, the community’s vision while providing links to additional information.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community identifies and prioritizes redevelopment sites.	✓	
	The community gathers basic information for prioritized redevelopment sites.	✓	
	The community has development a vision for the priority redevelopment sites.	✓	
	The community identifies potential resources and incentives for prioritized redevelopment sites.	✓	
	A property information package for the prioritized redevelopment site(s) is assembled.	✓	
	Prioritized redevelopment sites are actively marketed.	✓	

Best Practice 6.1—Economic development strategy

Best Practice 6.1 evaluates goals and actions identified by the community to assist in strengthening its overall economic health. Strategic economic development planning is critical to attract jobs and new investment in communities. An economic development strategy can be part of the master plan, annual budget or a separate document. It should identify the economic opportunities and challenges of the community and incorporate recommendations for implementation including goals, actions, timelines and responsible parties. The strategy should coordinate with the regional economic development strategy and should be made accessible online. Plainwell’s economic development strategy is located within the master plan, with the economic goal of helping raise the median incomes and provide job

opportunities for its residents. The master plan also provides background data on economic conditions, challenges and opportunities in the city. Plainwell seeks to support employment areas by diligently enforcing development codes and maintenance standards, and preserving and enhancing a strong and diversified retail base. This goal and the corresponding actions begin to establish an economic development strategy framework for Plainwell; this goal and these actions should be supplemented with timelines and responsible parties to ensure there are clear action steps toward implementation. Once finalized, progress on the economic development strategy should be reported annually to the governing body.

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has approved an economic development strategy.	<input type="checkbox"/> Review the economic development goal and actions; provide timelines and responsible parties	6 months
	The community annually reviews the economic development strategy.	<input type="checkbox"/> Annually report progress made on the economic development strategy to the governing body	6 months

Best Practice 6.2—Marketing and promotion

Best Practice 6.2 evaluates how the community promotes and markets itself. Marketing and branding is an essential tool in promotion of a community's assets and unique attributes. Consumers and investors are attracted to places that evoke positive feelings and to communities that take pride in their town and their history.

Plainwell's marketing strategy envisions the city as an innovative and culturally enriched community where people choose to live today, tomorrow and always. A matrix provided within the strategy guides efforts toward enticing tourism, residents and investment, through identification of partner entities, target audience, outreach methods and the relationship to the economic development strategy.

Plainwell's website is a key tool of the marketing strategy, in addition to social media, commercial media and print materials. The website describes Plainwell as a family-friendly and quaint island city with historic charm, with the tagline of "Plainwell is truly Anything But Plain!" The logo on the homepage intends to reflect this brand. The city touts the high quality of life associated with living in a small town, in addition to the convenient location, top schools, quaint downtown, close proximity to community and regional recreational facilities, and the affordability and availability of quality housing. A nine-page demographic report is provided on the about Plainwell webpage of the city website, along with a personal greeting from the mayor and links to top employers. A website sub-page directed to businesses provides relevant information including background information about the community, available properties, brownfield redevelopment, business directory, city services, incentives, industrial park and permits process. Extensive information on how to start or grow a business in the city is also provided through the city website. A sub-page directed to visitors provides a calendar of events, farmers market information, recreational opportunity, special events and more. A sub-page directed to residents provides links to city services, real estate listings, business map, and partner entities such as the library, hospitals and schools. Approaches

to marketing priority redevelopment sites are an important component of a marketing strategy. Plainwell accomplishes this primarily through the use of the city website, including links to real estate partners when appropriate, and the availability of extensive background and community vision information for the city's priority area, the Plainwell Paper Mill. The marketing strategy recommends review of the document on an annual basis to ensure it reflects current city priorities and trends.

A municipal website serves multiple functions. At a basic level, it is a means to share information about public meetings, access public documents, find links to other community organizations and to obtain general information. Beyond this, a municipal website is also a significant expression of community character and image, as outlined in the marketing strategy. People that are unfamiliar with a community will often first look to a website for information and they will form important first impressions and conclusions. Visitors to a community's website need to be able to find accurate information quickly. The importance of a user-friendly website cannot be overstated. Plainwell's website is easy to navigate; a series of dropdowns along the top of the site provide information specific to that target audience. A city news feed across the top banner provides links to city happenings and available properties. A search bar is available on the Plainwell homepage; this feature is typically the most critical tool for navigating, as many visitors will use the search function before ever attempting to navigate the site on their own. Visually appealing photos are used through the website, showcasing the Plainwell community and balancing out the text information. Many of the planning, zoning and development informational items are already provided on the website. Items to be added include a capital improvements plan once adopted and any missing guide to development documents. To improve the connection among planning and zoning functions, the city should consider providing a link to the master plan from the planning and zoning webpage.

Best Practice 6.2—Marketing and promotion *continued*

Status	Evaluation criteria	Recommended actions for certification	Estimated timeline
	The community has developed a marketing strategy.	✓	
	The community has an updated, user-friendly municipal website.	<input type="checkbox"/> Add missing planning, zoning and development items to website as they are completed <input type="checkbox"/> Link to the master plan from the planning and zoning webpage	12 months

The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. As this report makes clear, Plainwell is well on its way to RRC certification.

Next steps for the city include the governing body adopting a resolution of support to proceed with the RRC

program. Staff has already attended the RRC best practice trainings and, with the issuance of this report, will be required to submit quarterly progress reports to inform the RRC team of progress made in terms of implementing the necessary steps to meet the RRC best practices. Upon meeting all of the best practice criteria, Plainwell will be a certified Redevelopment Ready Community®.

**RESOLUTION 17-22
CITY OF PLAINWELL**

**A RESOLUTION AUTHORIZING THE IMPLEMENTATION OF
RECOMMENDATIONS NECESSARY TO RECEIVE A REDEVELOPMENT
READY COMMUNITIES CERTIFICATION FROM THE MICHIGAN
ECONOMIC DEVELOPMENT CORPORATION (MEDC)**

WHEREAS, the City of Plainwell has participated in the MEDC Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Assessment Report and Evaluation of Findings dated September 2017; and

WHEREAS, the MEDC has developed a program for certifying Redevelopment Ready Communities, and the City of Plainwell desires to achieve that certification by implementing best practices and recommended strategies for redevelopment; and

WHEREAS, the City of Plainwell updated its Master Plan in 2016 and utilized the recommendations and technical assistance provided by the MEDC to ensure that development readiness is appropriately address in that document; and

WHEREAS, the program includes evaluating the partnerships with City boards and commissions related to development including the City Council, Planning Commission, Zoning Board of Appeals and Downtown Development Authority; and

WHEREAS, after review of the Redevelopment Ready Communities Assessment Report, the City of Plainwell is willing to complete the tasks as outlined; and

WHEREAS, the Assessment Report requires certain recommendations to be completed in order for the City to attain Redevelopment Ready Communities Certification:

1. Adopt a capital improvements plan in compliance with the MPEA and RRC Best Practices;
2. Incorporate policy that assists developers in seeking input to the public participation strategy;
3. Develop a customer feedback mechanism;
4. Hold joint site plan review meetings including permitting and inspections staff;
5. Establish annual reviews of the success and challenges of the site plan review and approval procedure;

NOW, THEREFORE BE IT RESOLVED THAT the City of Plainwell, Michigan, through its City Council, authorizes the implementation of the MEDC recommendations necessary to receive Redevelopment Ready Communities Certification.

The above resolution was offered by _____ and seconded by _____.

YES:

NO:

ABSENT:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

The foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Plainwell at a regular meeting held on December 11, 2017. Public notice was given and the meeting was conducted in full compliance with the Michigan Open Meetings Act (PA 267, 1976). Minutes of the meeting will be available as required by said Act.

Brian Kelley, City Clerk/Treasurer

Appointment List December 2017

Parks & Trees Commission 2-year term

Tom Belco 12/2019



Received

DEC 4 2017

City of Plainwell
Clerk/Treasurer's Office

City of Plainwell Application for Consideration for Appointment to Citizen Boards and Commissions

Applications are kept on file for one year from date of completion. Resumes are encouraged and be attached to your completed application.

I wish to be considered for appointment to the following citizen board(s) or commission(s). (If selecting more than one board/commission, indicate order of preference — "1" being first choice.)

<input type="checkbox"/> Board of Review	
<input type="checkbox"/> Compensation Board	<input checked="" type="checkbox"/> Parks & Trees Commission
<input type="checkbox"/> Downtown Development Authority/ Tax Increment Finance Authority/ Brownfield Redevelopment Authority. (DDA/TIFA./BRA)	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> District Library Board	<input type="checkbox"/> Other

Name: Tom Beleo	
Address: 411 Walnut Woods Ct	Work Address: Retired
Home Phone/Cell: [REDACTED]	Work Phone: 11 11
Email: [REDACTED]	Preferred method to be contacted: Home phone Cell Work or email (Please circle) 1 2 3
Are you a Resident of Plainwell? YES NO	
Are you over 21? YES NO	
Are you a registered voter in the City of Plainwell? YES NO	

Describe any experiences that led to your desire to serve the community:

Living here for over 25 yrs. I would like to contribute time and energy to the community, in an area I enjoy Parks & Trees



Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organization that are specifically applicable to this board or commission:

Managed Kirk Pool for 7 yrs
 Coach for 40 yrs Still coaching TRI Athletics
 Teacher for 35 yrs
 YMCA Director
 Board Member Allegan County Community Mental Health (10)
 Enjoy landscape Parks & Trees enjoy working
 in my yard

Employment: list your three most recent employment experiences.

Dates of Employment	Company name/Location	Position	Job Description
Retired	Kalamazoo Public School	Teacher Coach	

Education: List your most recent educational experiences.

School/College/ Ed. Institute	Certification/Degree received	Area(s) of Study
W MU	B.S.	H P E R
W MU	Master	Athletic Admin Exercise Physiology

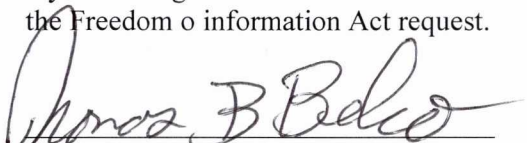


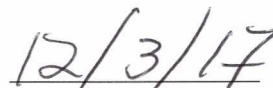
Supplemental Information: Please review the attached Boards and Commissions Application Attachment and for the desired qualifications for each board and commission. Check the appropriate box or boxes to indicate whether you have experience or professional credentials that may be needed to fill a specific seat.

Some boards and commissions are a mix of citizens with certain qualifications and others are citizens representing the general public. Even if you do not have any of the experience or professional background listed, the community urges you to apply for consideration. The community needs citizens with diverse backgrounds on its boards and commissions.

Important Public Records information: All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the City Clerk/Treasure at (269) 685-6821 if you have any questions or concerns about the disclosure of specific information.

Truth and Accuracy: I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of the Freedom of information Act request.


Applicant Signature


Date

Return completed form to: City Clerk/Treasure Office, 211 North Main Street, Plainwell, MI 49080

Plainwell is an equal opportunity provider and employer

City of Plainwell



Department of Public Safety

119 Island Ave
Plainwell, Michigan 49080

Phone: 269-685-9858

Fax: 269-685-5460

Web Page Address: www.plainwell.org

Rick Brooks, Mayor
Todd Overhuel, Mayor Pro-Tem
Brad Keeler, Council Member
Lori Steele, Council Member
Roger Keeney, Council Member

“The Island City”

Memorandum

To: Erik Wilson, City Manager
From: Bill Bomar, Director
CC: Brian Kelley, Treasurer
Date: December 5, 2017

Subject: Patrol Vehicle Purchase Request

The Plainwell Department of Public Safety is requesting the purchase of a new patrol vehicle. This vehicle will be a 2018 Ford Utility Police Service Package. This purchase was approved in the 2017-2018 budget year for \$40,000.00 and will expense to the city “Equipment Fund” #661-970-971-000. The “Equipment Fund” will also fund additional patrol car equipment to make it a functional police service vehicle. This will include:

- Changeover cost for radio, siren and other electronic equipment installation from old to new patrol vehicle.
- Due to different model style, some new equipment purchases will be necessary to make this vehicle functional for patrol duty. Some of the 2012 Chevy Tahoe existing patrol vehicle equipment may or may not transfer to the Ford Utility.
- If this purchase is approved this will be the third Ford Utility in service for the department.

The purchase of a 2018 Ford Utility will replace 2012 Chevrolet Tahoe, which will have approximately 120,000 miles on it by the time the new car is put into service. It is common knowledge that patrol car mileage is not a good representation of the condition and service life of a patrol vehicle.

Once the 2018 Ford Utility is placed into service, the department requests the 2012 Tahoe be assigned to the fire service for a medical first responder vehicle.

This will be an all-wheel-drive vehicle. The engine is a 3.7 liter V-6, which has a combined 15 mpg city/20 mpg highway fuel rating. Many Public Safety agencies throughout the state are making use of the police service Ford utility due to the fact it complements the public safety concept for equipment storage. The sedan type patrol vehicles of today do not have the trunk storage necessary for public safety equipment needs.

The estimated delivery time of this vehicle will be approximately (4) months, plus approximately two weeks to up-fitting through a private vendor.

I will be requesting this purchase be made according to city ordinance (3-9) “Cooperative Purchasing”. This exempts the department from the normal bidding process. The purchase will be made through the Macomb County, State of Michigan Commodities Contract.

A private up-fitting vendor will be required to transfer usable equipment from 2012 Chevy to 2018 Ford. Additional equipment will need to be purchased to make new vehicle patrol ready. The department will seek competitive bids from area vendors for the transfer of the usable existing and new equipment installations.

I’m recommending City Council approve the purchase of a 2018 Ford Utility Police Service package from Signature Ford of Owosso, Michigan for \$31,235.00. See attached bid sheet.





December 5, 2017

Plainwell Public Safety
Attn: Director Bill Bomar
119 Island Avenue
Plainwell, Michigan 49080

Dear Director Bill Bomar:

Price on 2018 Vehicle Macomb County Contract Bid:

2018 Ford Police Interceptor Utility AWD in Black **\$31,235.00 ea**

Service Contract: 36,000 miles or 36 months factory bumper to bumper warranty and 100,000 miles or 60 months powertrain warranty.

Delivery date: About 120 days from receipt of your PO.

Order Cutoff Date: TBD.

Ford Motor Company does not guarantee delivery---Ford Motor Company will make reasonable efforts to schedule orders received prior to fleet order cut-off date.

Payment requirements: All departments to pay on delivery of vehicle. 10-day grace period will be given if previous arrangements have been made. An \$8.00 per day floor plan will be charged if payment is not at the dealership within 10 days of delivery of the vehicle (s).

If you have any questions please call me, 888-92-Fleet (888-923-5338).

Respectfully Submitted,

Bill Campbell

Bill Campbell
Government & Fleet Sales

Date of Issuance: November 27, 2017
 Owner: City of Plainwell
 Contractor: Kalin Construction Co.
 Engineer: Wightman & Associates, Inc.
 Project: Prince Street Extension Project

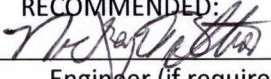
Effective Date:
 Owner's Contract No.: N/A
 Contractor's Project No.: N/A
 Engineer's Project No.: 172059
 Contract Name:

The Contract is modified as follows upon execution of this Change Order:

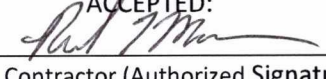
Description: The purpose of this change order is to add new pay items for 18 inch Stop Bar, Lt Turn Arrow Symbol, Only legend and Thru and Rt Turn Arrow Symbol due to seasonal limitations on the pavement marking materials specified in the original contract and to balance the completed contract items including underground utility improvements (Water and Sanitary Sewer), concrete driveways and concrete driveway openings for the 2017 calendar year.

Attachments: See Attachment to Change Order No. 01

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$ <u>185,090.60</u>	Original Contract Times: Substantial Completion: <u>December 1, 2017</u> Ready for Final Payment: <u>May 18, 2018</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> : \$ <u>0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> : Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price prior to this Change Order: \$ <u>185,090.60</u>	Contract Times prior to this Change Order: Substantial Completion: <u>December 1, 2017</u> Ready for Final Payment: <u>May 18, 2018</u> days or dates
[Increase] [Decrease] of this Change Order: \$ <u>4,258.45</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: <u>December 1, 2017</u> Ready for Final Payment: <u>May 18, 2018</u> days or dates
Contract Price incorporating this Change Order: \$ <u>180,832.15</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>December 1, 2017</u> Ready for Final Payment: <u>May 18, 2018</u> days or dates

RECOMMENDED:
 By: 
 Engineer (if required)
 Title: Mickey E. Bittner, Proj. Mgr
 Date: 11-27-17

ACCEPTED:
 By: _____
 Owner (Authorized Signature)
 Title: Erik J. Wilson, City Manager
 Date: _____

ACCEPTED:
 By: 
 Contractor (Authorized Signature)
 Title: Robert T. Marvin, Proj. Mgr
 Date: 12/1/2017

Approved by Funding Agency (if applicable)

By: _____ Date: _____
 Title: _____

ATTACHMENT TO CHANGE ORDER NO. 01

Change Order No.: 1

Date: November 27, 2017

NAME OF PROJECT: PRINCE STREET EXTENSION PROJECT

OWNER: CITY OF PLAINWELL

CONTRACTOR: KALIN CONSTRUCTION CO.

The following changes are hereby made to the CONTRACT DOCUMENTS:

The purpose of this change order is to add new pay items for 18 inch Stop Bar, Lt Turn Arrow Symbol, Only legend and Thru and Rt Turn Arrow Symbol due to seasonal limitations on the pavement marking materials specified in the original contract and to balance the completed contract items including underground utility improvements (water and sanitary sewer), concrete driveways and concrete driveway openings for the 2017 calendar year.

Item No.	Description	Unit	Current Qty.	Revised Qty.	Change in Qty.	Unit Price	Change in Contract Price
13	Dr Structure Cover, Type K	Ea	6	5	-1	568.00	(568.00)
17	Dr Structure Cover, Type Q, Modified	Ea	2	1	-1	364.00	(364.00)
20	Driveway, Nonreinf, Conc, 6 inch	Syd	160	172.6	12.6	28.00	352.80
22	Driveway Opening, Conc, Det M	Lft	160	156	-4	22.00	(88.00)
30	Pavt Mrkg, Ovly Cold Plastic, 18 inch, Stop Bar	Lft	48	26	-22	13.00	(286.00)
31	Pavt Mrkg, Ovly Cold Plastic, Lt Turn Arrow Sym	Ea	2	1	-1	172.00	(172.00)
32	Pavt Mrkg, Ovly Cold Plastic, Only	Ea	2	1	-1	172.00	(172.00)
33	Pavt Mrkg, Ovly Cold Plastic, Thru and Rt Turn Arrow Sym	Ea	2	1	-1	193.00	(193.00)
40	Copper Water Service Pipe, 2 inch	Lft	140	116	-24	20.00	(480.00)
41	Water Main, DI, 6 inch, Tr Det G, Modified	Lft	10	3	-7	30.00	(210.00)
42	Water Main, DI, 8 inch, Tr Det G, Modified	Lft	405	407	2	35.00	70.00
47	San Service, PVC, 6 inch, Tr Det B	Lft	100	75	-25	19.00	(475.00)
49	Insulation Board, 2 inch	Lft	250	64	-186	11.00	(2,046.00)
53	Pavt Mrkg, Regular Dry, 18 inch, Stop Bar	Lft	0	22	22	5.25	115.50
54	Pavt Mrkg, Regular Dry, Lt Turn Arrow Sym	Ea	0	1	1	78.75	78.75
55	Pavt Mrkg, Regular Dry, Only	Ea	0	1	1	78.75	78.75
56	Pavt Mrkg, Regular Dry, Thru and Rt Turn Arrow Sym	Ea	0	1	1	99.75	99.75
SUBTOTAL CHANGE IN CONTRACT PRICE							-\$4,258.45

CHANGE TO CONTRACT PRICE:

Original Contract Price:	\$ 185,090.60
Current Contract Price adjusted by previous Contract Modification:	\$ 185,090.60
The Contract Price due to this Contract Modification will be <i>decreased</i> by:	\$ (4,258.45)
The new Contract Price including this Contract Modification will be:	\$ 180,832.15

CHANGE TO CONTRACT TIME:

The original Contract completion date:	<u>May 18, 2018</u>
Start Date:	<u>October 23, 2017</u>
The Contract Time will be extended	<u>0 weeks</u>
The date for completion of all Contract work will be:	<u>May 18, 2018</u>

Requested by: Erik J. Wilson, City Manager, City of Plainwell

Recommended by: Mickey E. Bittner, P.E., Wightman & Associates, Inc.

Accepted by: Robert T. Marvin, Project Manager, Kalin Construction Co.



Contractor's Application for Payment No.

001

Application Period: From: 10/23/2017 to 11/21/2017	Application Date: November 27, 2017
To (Owner): City of Plainwell	From (Contractor): Kalin Construction Co. 2663 Yore Avenue, Sodus, MI 49126
Project: Prince Street Extension Project	Via (Engineer): Wightman & Associates, Inc.
Owner's Contract No.:	Contractor's Project No.: Engineer's Project No.: 172059

**Application For Payment
Change Order Summary**

Number	Additions	Deductions
1	\$795.55	\$5,054.00
TOTALS	\$795.55	\$5,054.00
NET CHANGE BY CHANGE ORDERS	-\$4,258.45	

1. ORIGINAL CONTRACT PRICE.....	\$	\$185,090.60
2. Net change by Change Orders.....	\$	-\$4,258.45
3. Current Contract Price (Line 1 ± 2).....	\$	\$180,832.15
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$	\$126,805.40
5. RETAINAGE:		
a. 5% X \$126,805.40 Work Completed.....	\$	\$6,340.27
b. 5% X _____ Stored Material.....	\$	
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$6,340.27
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$120,465.13
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	
8. AMOUNT DUE THIS APPLICATION.....	\$	\$120,465.13
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$	\$64,998.22

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment.

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature: Robert T. Marvin

By: Robert T. Marvin, Project Manager Date: 12/1/2017

Payment of: \$ 120,465.13
(Line 8 or other - attach explanation of the other amount)

is recommended by: [Signature] 11-27-17
(Engineer) (Date)

Payment of: \$ 120,465.13
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Approved by: _____ Funding or Financing Entity (if applicable) _____ (Date)

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract):		Prince Street Extension Project		Application Number: 001							
Application Period:		From: 10/23/2017 to 11/21/2017		Application Date: November 27, 2017							
Bid Item No.	Item Description	Contract Information				C	D	E	F		
		Item Quantity	Units	Unit Price	Total Value of Item (\$)				Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
1	Mobilization, Max \$25,000	1	L.S.	5,200.00	\$5,200.00	0.75	\$3,900.00		\$3,900.00	75.0%	\$1,300.00
2	Curb and Gutter, Rem	40	LFT	5.00	\$200.00	6	\$30.00		\$30.00	15.0%	\$170.00
3	Masonry and Conc Structure, Rem	5	CYD	59.00	\$295.00						\$295.00
4	Sidewalk, Rem	15	SYD	6.00	\$90.00						\$90.00
5	Pavt, Rem, Modified	75	SYD	5.00	\$375.00						\$375.00
6	Clearing, Modified	1	L.S.	9,500.00	\$9,500.00	1	\$9,500.00		\$9,500.00	100.0%	
7	Subgrade Undercutting, Type II	100	CYD	19.00	\$1,900.00						\$1,900.00
8	Machine Grading, Modified	4	STA	900.00	\$3,600.00	4	\$3,600.00		\$3,600.00	100.0%	
9	Aggregate Base, 8 inch, 21AA	1,400	SYD	9.00	\$12,600.00	1,131.5	\$10,183.50		\$10,183.50	80.8%	\$2,416.50
10	Sewer, CI E, 12 inch, Tr Det B	345	LFT	22.00	\$7,590.00	296	\$6,512.00		\$6,512.00	85.8%	\$1,078.00
11	Dr Structure Cover, Adj, Case 1	5	EA	322.00	\$1,610.00	2	\$644.00		\$644.00	40.0%	\$966.00
12	Dr Structure Cover, Type E	1	EA	357.00	\$357.00	1	\$357.00		\$357.00	100.0%	
13	Dr Structure Cover, Type K	6	EA	\$568.00	\$3,408.00	5	\$2,840.00		\$2,840.00	83.3%	\$568.00
14	Dr Structure, 24 inch dia	1	EA	\$691.00	\$691.00	1	\$691.00		\$691.00	100.0%	
15	Dr Structure, 60 inch dia	1	EA	\$2,132.00	\$2,132.00						\$2,132.00
16	Dr Structure Cover, Type B, Modified	2	EA	\$440.00	\$880.00	2	\$880.00		\$880.00	100.0%	
17	Dr Structure Cover, Type Q, Modified	2	EA	\$364.00	\$728.00	1	\$364.00		\$364.00	50.0%	\$364.00
18	Dr Structure, 60 inch dia, Leaching Basin	6	EA	\$3,018.00	\$18,108.00	6	\$18,108.00		\$18,108.00	100.0%	
19	HMA, LVSP	340	TON	\$80.00	\$27,200.00	146.34	\$11,707.20		\$11,707.20	43.0%	\$15,492.80
20	Driveway, Nonreinf, Conc, 6 inch	160	SYD	\$28.00	\$4,480.00	172.6	\$4,832.80		\$4,832.80	107.9%	-\$352.80
21	Curb and Gutter, Conc, Det C4	650	LFT	\$19.00	\$12,350.00	565.5	\$10,744.50		\$10,744.50	87.0%	\$1,605.50
22	Driveway Opening, Conc, Det M	160	LFT	\$22.00	\$3,520.00	156	\$3,432.00		\$3,432.00	97.5%	\$88.00
23	Sidewalk Ramp, Conc, 6 inch	50	SFT	\$84.00	\$4,200.00						\$4,200.00
24	Sidewalk, Conc, 4 inch	85	SFT	\$4.20	\$357.00						\$357.00
25	Shared Use Path, Conc	375	SYD	\$28.00	\$10,500.00						\$10,500.00
26	Shared Use Path, Grading	340	LFT	\$6.35	\$2,159.00						\$2,159.00
27	Post, Steel, 3 lb	56	LFT	\$8.35	\$467.60						\$467.60
28	Sign, Type III, Rem	1	SFT	\$26.00	\$26.00						\$26.00
29	Sign, Type IIIB	13	SFT	\$17.00	\$221.00						\$221.00
30	Pavt Mfkg, Ovly Cold Plastic, 18 inch, Stop Bar	48	LFT	\$13.00	\$624.00						\$624.00
31	Pavt Mfkg, Ovly Cold Plastic, Lt Turn Arrow Sym	2	EA	\$172.00	\$344.00						\$344.00
32	Pavt Mfkg, Ovly Cold Plastic, Only	2	EA	\$172.00	\$344.00						\$344.00
33	Pavt Mfkg, Ovly Cold Plastic, Thru and Rt Turn Arrow Sym	2	EA	\$193.00	\$386.00						\$386.00
34	Pavt Mfkg, Waterborne, 4 inch, White	200	LFT	\$0.35	\$70.00	109	\$38.15		\$38.15	54.5%	\$31.85
35	Pavt Mfkg, Waterborne, 4 inch, Yellow	1,300	LFT	\$0.35	\$455.00	590	\$206.50		\$206.50	45.4%	\$248.50
36	Rem Spec Mfkg	300	SFT	\$3.00	\$900.00						\$900.00

Contractor's Application

Progress Estimate - Unit Price Work

For (Contract):		Prince Street Extension Project		Application Number: 001								
Application Period:		From: 10/23/2017 to 11/21/2017		Application Date: November 27, 2017								
Bid Item No.	Item Description	Contract Information			C	D	E	F				
		Item Quantity	Units	Unit Price				Total Value of Item (\$)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)	
37	Pavt Mrlkg, Waterborne, Lt, Thru and Rt Turn Arrow Sym	2	EA	\$105.00	\$210.00					\$210.00		
38	Traffic Maintenance & Control	1	L.S.	\$3,113.00	\$3,113.00	0.5	\$1,556.50		\$1,556.50	50.0%	\$1,556.50	
39	Restoration	1	L.S.	\$5,938.00	\$5,938.00	0.25	\$1,484.50		\$1,484.50	25.0%	\$4,453.50	
40	Copper Water Service Pipe, 2 inch	140	LFT	\$20.00	\$2,800.00	116	\$2,320.00		\$2,320.00	82.9%	\$480.00	
41	Water Main, DI, 6 inch, Tr Det G, Modified	10	LFT	\$30.00	\$300.00	3	\$90.00		\$90.00	30.0%	\$210.00	
42	Water Main, DI, 8 inch, Tr Det G, Modified	405	LFT	\$35.00	\$14,175.00	407	\$14,245.00		\$14,245.00	100.5%	-\$70.00	
43	Connect to Existing Mann, 8 inch	1	EA	\$300.00	\$300.00	1	\$300.00		\$300.00	100.0%		
44	Gate Valve and Box, 8 inch, Modified	1	EA	\$1,262.00	\$1,262.00	1	\$1,262.00		\$1,262.00	100.0%		
45	Hydrant, Valve and Box, 6 inch	1	EA	\$3,200.00	\$3,200.00	1	\$3,200.00		\$3,200.00	100.0%		
46	Water Service, 2 inch	2	EA	\$963.00	\$1,926.00	2	\$1,926.00		\$1,926.00	100.0%		
47	San Service, PVC, 6 inch, Tr Det B	100	LFT	\$19.00	\$1,900.00	75	\$1,425.00		\$1,425.00	75.0%	\$475.00	
48	San Sewer, PVC, 8 inch, Tr Det B	335	LFT	\$22.00	\$7,370.00	335	\$7,370.00		\$7,370.00	100.0%		
49	Insulation Board, 2 inch	250	LFT	\$11.00	\$2,750.00	64	\$704.00		\$704.00	25.6%	\$2,046.00	
50	San Wye, 8 inch x 6 inch	2	EA	\$117.00	\$234.00	2	\$234.00		\$234.00	100.0%		
51	Sanitary Structure, 48 inch dia	1	EA	\$1,100.00	\$1,100.00	1	\$1,100.00		\$1,100.00	100.0%		
52	Structure Tap, 8 inch	1	EA	\$645.00	\$645.00	1	\$645.00		\$645.00	100.0%		
53	Pavt Mrlkg, Regular Dry, 18 inch, Stop Bar	22	LFT	\$5.25	\$115.50	22	\$115.50		\$115.50	100.0%		
54	Pavt Mrlkg, Regular Dry, Lt Turn Arrow Sym	1	EA	\$78.75	\$78.75	1	\$78.75		\$78.75	100.0%		
55	Pavt Mrlkg, Regular Dry, Only	1	EA	\$78.75	\$78.75	1	\$78.75		\$78.75	100.0%		
56	Pavt Mrlkg, Regular Dry, Thru and Rt Turn Arrow Sym	1	EA	\$99.75	\$99.75	1	\$99.75		\$99.75	100.0%		
Totals												
						\$185,463.35		\$126,805.40		\$126,805.40	68.4%	\$58,657.95

CITY OF PLAINWELL

ESTIMATED CASH BALANCE/FUND BALANCE REPORT

MONTH ENDED: **11/30/2017**

% OF FISCAL YEAR: **41.92%**

FUND	AUDITED FIGURES AS OF MOST RECENT AUDIT *		CURRENT YEAR PERFORMANCE - UNAUDITED ***		ESTIMATED FUND BALANCE (AUDIT FB + ACT REV - ACT EXP)	ACTUAL CASH BALANCES - END OF MONTH - RECONCILED ****	CURRENT YEAR AMENDED BUDGET EXP	EXPENSE BUDGET USED
	CASH BALANCE	FUND BALANCE	ACTUAL REVENUE YTD - CASH BASIS	ACTUAL EXPENSE YTD - CASH BASIS				
General	263,071	454,546	1,420,808	964,996	910,357	342,714	2,179,983	44.27%
Major Streets	67,748	88,027	75,427	130,314	33,139	55,022	306,053	42.58%
Local Streets	73,526	39,835	65,884	172,519	(66,800)	(21,795)	259,954	66.37%
Solid Waste	9,156	2,956	163,987	78,475	88,468	66,880	173,327	45.28%
Fire Reserve	56,229	61,176	79,576	26,459	114,293	43,802	72,525	36.48%
Airport	38,727	44,549	25,600	51,670	18,479	12,528	82,461	62.66%
Revolving Loan	18,787	61,170	6,468	-	67,638	15,225	10,000	0.00%
Capital Improvement	33,380	38,327	79,365	34,066	83,626	48,655	83,198	40.95%
Brownfield BRA	20,534	17,229	157,516	70,805	103,940	17,395	251,188	28.19%
Tax Increment TIFA	57,964	57,104	54,818	21,918	90,004	70,004	44,900	48.82%
Downtown DDA	12,995	9,756	39,972	20,954	28,774	30,771	44,887	46.68%
Sewer	701,829	786,466	581,883	576,584	791,765	448,242	1,439,517	40.05%
Water	289,143	293,634	229,292	268,969	253,956	105,724	621,553	43.27%
Equipment	157,883	151,916	105,439	67,624	189,731	170,402	271,699	24.89%
OPEB**	62,427	62,427	17,452	15,920	63,959	22,096	41,095	38.74%
	1,863,399	2,169,118	3,103,486	2,501,275	2,771,329	1,427,662	5,882,340	42.52%

* - Amounts taken from audited financial statements as of June 30, 2017

** - OPEB listing on this worksheet is included in the General Fund for financial statement purposes

*** - These amounts are taken directly from the End of Month Financial Statement provided to Council

**** - These amounts do not included funds invested in CDs or in the Investment Pool

Erik J. Wilson, City Manager		Brian Kelley, City Treasurer	
I verify that I have reviewed the revenue and expenditure financial summary attributed to my department and to the best of my knowledge the report is accurate.		I verify that I have reviewed the revenue and expenditure financial summary attributed to my department and to the best of my knowledge the report is accurate.	
Insert Signature:	Erik Wilson <small>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: 2017.12.01 15:36:42 -05'00'</small>	Insert Signature:	Brian Kelley <small>Digitally signed by Brian Kelley DN: c=US, st=MI, l=City of Plainwell, o=Internet Widgits Pty Ltd, cn=Brian Kelley, email=bkelley@plainwell.org Date: 2017.12.01 13:48:54 -05'00'</small>

Investment Activity Report



“The Island City”

City of Plainwell

Investment Portfolio Detail - Unaudited

at: 11/30/2017

Brian Kelley, City Treasurer

I verify that this investment portfolio is in conformity with Michigan laws and the City's Investment Policy as approved by City Council.

Insert Signature:

Brian Kelley

Digitally signed by Brian Kelley
DN: c=US, st=MI, l=City of Plainwell,
o=Internet Widgits Pty Ltd, cn=Brian
Kelley, email=bkelley@plainwell.org
Date: 2017.12.01 13:49:42 -0500

	Investment Type	CUSIP	Principal Purchase	Institution or Bank	Contact Name and Number	Purchase Date	Maturity Date	Yield	Remaining Days to Maturity
1	Pooled Investment	N/A	\$414,887	Michigan Class	Rich Garay - 734.604.1494	03/28/16		1.27%	
2	365-Day CD	N/A	\$252,154	Chemical Bank	Laree Waanders - 269.857.9002	06/30/17	06/30/18	1.30%	212
3	270-Day CD	N/A	\$100,792	Chemical Bank	Laree Waanders - 269.857.9002	08/26/17	05/23/18	1.30%	174
4	365-Day CD	N/A	\$150,000	Flagstar Bank	Lisa Powell - 616.285.2863	07/27/17	07/27/18	1.35%	239
5	150-Day CD	N/A	\$40,321	Chemical Bank	Laree Waanders - 269.857.9002	08/10/17	01/07/18	1.25%	38
6	274-Day CD	N/A	\$15,050	Chemical Bank	Laree Waanders - 269.857.9002	08/10/17	05/11/18	1.30%	162
7	120-Day CD	N/A	\$21,864	Chemical Bank	Laree Waanders - 269.857.9002	08/10/17	12/08/17	1.20%	8
8	150-Day CD	N/A	\$10,030	Chemical Bank	Laree Waanders - 269.857.9002	08/10/17	01/07/18	1.25%	38
9	120-Day CD	N/A	\$150,406	Northstar Bank	Julie Smith - 810.329.7104	10/16/17	02/13/18	1.15%	75
10	270-Day CD	N/A	\$100,379	Northstar Bank	Julie Smith - 810.329.7104	08/16/17	05/13/18	1.50%	164
11									
12									
13									
14									
15									

Total Investments: \$1,255,882.38

Average Yield: 1.29%

Cash Activity for the Month

Cash, beginning of month: \$1,645,299.81

Cash, end of month: \$1,427,661.82

Erik J. Wilson, City Manager

I verify that this investment portfolio is in conformity with Michigan laws and the City's Investment Policy as approved by City Council.

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: 2017.12.01 15:35:59 -0500

** Funds 701 and 703 not included - Trust & Agency

**CITY OF PLAINWELL
MINUTES
Planning Commission
December 6, 2017**

1. Call to Order at 7:00 p. m. by Chair Lubic
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Jay Lawson, Lori Steele, Diana Lubic, Chris Haas, Rachel Colingsworth,
Excused: Jim Higgs and Gary Sausaman
4. Approval of Minutes – 11/15/17
Haas motioned to approve minutes as received seconded by Lawson. Minutes approved on an all in favor voice vote.
5. Chairperson’s Report: None
6. New Business:
 - A. **Sweetwater’s Sign Permit**
A motion to accept Sweetwater’s Sign permit was made by Haas and supported by Steele. Motion passed.
 - B. **Discussion regarding reassessment of M1 and M2 uses.** Max Dillivan, Williams and Works, attended the meeting to begin discussion about reviewing and updating the zoning for M1 and M2. It was agreed that Planning should go through an exercise to review the M1 and M2 Zone at the January 17, 2018 meeting. It was also suggested by Steele that we invite the Council Members to this meeting.
 - C. **Auto Image – Special Use Permit for a Class B Used Vehicle Dealership. A motion by Haas and seconded by Steele to move forward with the Special Use Permit process for Auto Image to operate a used vehicle dealership with a stipulation of selling a maximum of 5 used cars per year until the M1 and M2 zone is reassessed. Motion passed.** The next step will be to hold a Public Meeting on January 17, 2018.
8. Old Business:
None
9. Public Comment:
None
10. Reports and Communications:
A. Accepted the 10/23/17 & 11/13/17 Council Minutes. **Minutes were accepted as presented.**
110. Staff Comments:
Siegel brought up that Aubree’s would be applying for a scrolling/illuminated sign permit. In the sign ordinance it mentions that these signs are acceptable but gives no details as to what districts, lighting, scrolling time and size of the sign. Steele mentioned that Eastside Grocery had an illuminated scrolling sign as did Rhinos. It

was agreed to have Williams and Works look at the sign ordinance for any housekeeping details and updates.

12. Commissioner Comments: None

13. Adjournment:

The meeting was adjourned at 7:52 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

DRAFT

12/07/2017 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
 EXP CHECK RUN DATES 12/12/2017 - 12/12/2017
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
001645	ALEXANDER CHEMICAL CORPORATION		
	SLS 10065806	CHLORINE WATER DEPT	199.75
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			199.75
000760	ALLEGAN COUNTY SHERIFFS DEPT		
	2017-10	SEPT 2017 WORK CREW	256.00
TOTAL FOR: ALLEGAN COUNTY SHERIFFS DEPT			256.00
000138	AMERICAN OFFICE SOLUTIONS		
	IN143488	11/22/17 - 12/21/17 PD COPIER	124.07
TOTAL FOR: AMERICAN OFFICE SOLUTIONS			124.07
004813	ASSIST PLUS LLC		
	P;W17010	FABRICATION OF ONE CHEMICAL PUMP STAND WR	360.00
TOTAL FOR: ASSIST PLUS LLC			360.00
002283	AXON ENTERPRISE/TASER INTERNATIONAL		
	SI1511669	AXON TASER ECD & ASSESSORIES	4,280.42
TOTAL FOR: AXON ENTERPRISE/TASER INTERNATIONAL			4,280.42
002323	BELLE TIRE		
	30606849	PUT TIRES ON 2015 FORD PD TRUCK	60.00
	30607530	WINTER TIRES PD 2012 CHEVY TAHOE	660.00
TOTAL FOR: BELLE TIRE			720.00
000461	BOB'S HARDWARE		
	48700	CHRISTMAS MISC	4.09
TOTAL FOR: BOB'S HARDWARE			4.09
002440	BOBS CRANE SERVICE CO INC		
	8051	CRANE TO LIFT CHRISTMAS TREE 2017	332.50
TOTAL FOR: BOBS CRANE SERVICE CO INC			332.50
002116	CHARTER COMMUNICATIONS (SPECTRUM)		
	2017-11 DPS/FIRE	11/19/17 - 12/18/17 DPS/FIRE	527.59
	2017-11 WR/DPW INTER	12/1/17 - 12/31/17 WR/DPW INTERNET	109.98
	2017-12 AIRPORT	12/7/17 - 1/6/18 AIRPORT INTERNET	74.00
	2017-12 CITY HALL	12/5/17 - 1/4/18 CITY HALL INTERNET/PHONE	518.26
TOTAL FOR: CHARTER COMMUNICATIONS (SPECTRUM)			1,229.83
000009	CONSUMERS ENERGY		
	2017-11	10/26/17 - 11/27/17 ELECTRIC BILLS	4,657.43
	2017-11A	11/1/17 - 11/30/17 ELECTRIC BILLS	3,333.02
TOTAL FOR: CONSUMERS ENERGY			7,990.45
002703	CONTINENTAL LINEN SERVICES INC		
	2017-11 CITY HALL	2017-11 CITY HALL RUGS	43.04
	2017-11 DPS/FIRE RUG	2017-11 DPS/FIRE RUGS	38.74
	2017-11 DPW	2017-11 DPW UNIFORM/RUGS/MISC	132.96
	2017-11 WR	2017-11 WR UNIFORMS/RUGS/MISC	59.34
TOTAL FOR: CONTINENTAL LINEN SERVICES INC			274.08
004127	COOK RICK		
	026-2017	2018 CALENDAR	900.00
TOTAL FOR: COOK RICK			900.00

002391	CYBERMIND INC		
	NET-474480	11/1/17 - 1/1/18 2 MONTHS	99.90
TOTAL FOR: CYBERMIND INC			99.90

001545	DAVIS & DAVIS LAW OFFICES PLC		
	PL-11-26-17	WR LEGAL SERVICES	3,274.75
TOTAL FOR: DAVIS & DAVIS LAW OFFICES PLC			3,274.75

004136	DICKINSON WRIGHT PLLC		
	1211312	NOVEMBER 2017 LEGAL SERVICES	475.00
TOTAL FOR: DICKINSON WRIGHT PLLC			475.00

000269	DINGES FIRE COMPANY (TIME EMERGENC)		
	42595	FIRE EQUIP[328.43
TOTAL FOR: DINGES FIRE COMPANY (TIME EMERGENC)			328.43

002246	ELHORN ENGINEERING CO.		
	271630	CHEMICALS DPW	600.00
TOTAL FOR: ELHORN ENGINEERING CO.			600.00

000117	ESRI, INC.		
	93378513	ESRI RENEWAL 2018	2,900.00
TOTAL FOR: ESRI, INC.			2,900.00

000581	FADER EQUIPMENT INC		
	123777	AIR FILTER FOR CONCRETE SAW	58.40
TOTAL FOR: FADER EQUIPMENT INC			58.40

000153	FLEIS & VANDENBRINK INC		
	47746	DEVELOPMENT OF SPECIAL ALTERNATIVE LIMIT	1,474.33
	47749	ENGINEERING DESIGN AND BID PACKAGE FOR NEW SCRE	4,321.25
TOTAL FOR: FLEIS & VANDENBRINK INC			5,795.58

000910	GRAINGER DIV OF W W		
	9581503373	MISC SUPPLIES WR	514.32
TOTAL FOR: GRAINGER DIV OF W W			514.32

000140	HACH CO		
	10729455	REPAIR OF SAMPLER CONTROLLER	1,044.00
TOTAL FOR: HACH CO			1,044.00

002281	HOME DEPOT		
	2017-11	NOVEMBER 2017 STATEMENT	927.00
TOTAL FOR: HOME DEPOT			927.00

000203	HONEYTREE ARBORIST SERVICES		
	455	DEC 2017 CITY HALL/GAZEBO/MILL BRIDGE & CLOCK	630.00
TOTAL FOR: HONEYTREE ARBORIST SERVICES			630.00

002442	HOPKINS PROPANE COMPANY		
	226997	PROPANE FOR THE AIRPORT	219.34
TOTAL FOR: HOPKINS PROPANE COMPANY			219.34

000352	JERRY LAWRENCE		
	17/18 A SHOE ALLOWAN	17/18 BALANCE OF SHOE ALLOWANCE	44.97
TOTAL FOR: JERRY LAWRENCE			44.97

000113	KAR LAB INC		
	715736	WR	135.00
TOTAL FOR: KAR LAB INC			135.00

000381	LAPHAM HEATING INC		
	980824	DPW BREAKROOM FURNACE	108.39
TOTAL FOR: LAPHAM HEATING INC			108.39

000682	MAIN-TECH SERVICES INC		
	71121	WR CUSHMAN LIFT STATION	1,867.50
TOTAL FOR: MAIN-TECH SERVICES INC			1,867.50

000017	MASTERCARD		
	2017-11	NOVEMBER 2017 CITY MASTERCARD	173.53
TOTAL FOR: MASTERCARD			173.53

002600	MICHIGAN CAT		
	PD8114286	#10 OIL TUBE	41.35
TOTAL FOR: MICHIGAN CAT			41.35

000609	MIDWAY CHEVROLET		
	53575	REPAIRS TO 2009 IMPALA	2,988.26
	54041	2012 PD TAHOE OIL CHANGE	38.41
TOTAL FOR: MIDWAY CHEVROLET			3,026.67

002622	MIDWEST CUSTOM EMBROIDERY		
	16493	D. RANTZ NAME ON UNIFORM	20.00
TOTAL FOR: MIDWEST CUSTOM EMBROIDERY			20.00

000365	MISS DIG		
	20180428	ANNUAL MEMBERSHIP FEE 2018	588.85
TOTAL FOR: MISS DIG			588.85

004769	MOORE ELECTRICAL SERVICES INC		
	103658	WIRE PARKING LOT LIGHTS FOR ACE HARDWARE	2,375.00
TOTAL FOR: MOORE ELECTRICAL SERVICES INC			2,375.00

004253	NATIONAL HOSE TESTING SPECIALTIES I		
	46957	2017 GROUND LADDER TESTING	525.00
TOTAL FOR: NATIONAL HOSE TESTING SPECIALTIES I			525.00

000096	NYE UNIFORM CO INC		
	624521	PD DEPT STOCK ITEMS	271.20
TOTAL FOR: NYE UNIFORM CO INC			271.20

000282	OUDBIER INSTRUMENT CO INC		
	8571	WR	317.40
TOTAL FOR: OUDBIER INSTRUMENT CO INC			317.40

001829	PERCEPTIVE CONTROLS INC		
	13047	VARIOUS LADDER LOGIC PROGRAM SCALING ISSUES WR	1,045.00
TOTAL FOR: PERCEPTIVE CONTROLS INC			1,045.00

004855	PLAINWELL ACE HARDWARE		
	20	CHRISTMAS STUFF	9.99
	25	WR	20.58
	7	DUCT TAPE	5.99
TOTAL FOR: PLAINWELL ACE HARDWARE			36.56

000004	PLAINWELL AUTO SUPPLY INC		
	2017-11	NOVEMBER 2017 STATEMENT	221.79
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			221.79

002582	PLAINWELL REDI MIX - COSGROVE ENTER		
	7035	ACE HARDWARE	315.00
	7051	WR	178.75
	7063	AIRPORT	505.75
TOTAL FOR: PLAINWELL REDI MIX - COSGROVE ENTER			999.50

000372	PREMIERE PRINTING CORP.		
	231040	2018 CALENDAR (1470)	3,328.00

TOTAL FOR: PREMIERE PRINTING CORP.			3,328.00
002019	PRINTING SYSTEMS INC. 102356	2017 FORMS W2 & 1099 MISC	118.77
TOTAL FOR: PRINTING SYSTEMS INC.			118.77
004832	QUALITY PRECAST INC 12058	ACE HARDWARE	579.00
TOTAL FOR: QUALITY PRECAST INC			579.00
004221	R.W.LAPINE INC MECHANICAL CONTRACTO 1602	REPAIR - NO HEAT	465.61
	50063701	WR	386.64
TOTAL FOR: R.W.LAPINE INC MECHANICAL CONTRACTO			852.25
000013	RATHCO SAFETY SUPPLY INC 159801	DPW	60.00
TOTAL FOR: RATHCO SAFETY SUPPLY INC			60.00
001748	REPUBLIC WASTE SERVICES 0249-005758903	12/1/17 - 12/31/17 DPW OFFICE RECYCLE	229.16
	0249-00579411	12/1/17 - 12/31/17 WR CITY OFFICE GARBAGE	215.07
TOTAL FOR: REPUBLIC WASTE SERVICES			444.23
000991	SAFETY SERVICES INC 75115393	SERVICE PARTS WASHER	284.82
TOTAL FOR: SAFETY SERVICES INC			284.82
000011	SHOPPERS GUIDE INC 2017-11	NOVEMBER 2017 INDOOR FARMERS MKT/PUMPKINS PA	225.00
TOTAL FOR: SHOPPERS GUIDE INC			225.00
000100	SIEGFRIED CRANDALL PC 94256	AUDIT SERVICES FOR JUNE 30, 2017	500.00
TOTAL FOR: SIEGFRIED CRANDALL PC			500.00
004259	SME 80557	ENGINEERING WORK ON 2017 PAVING PROJECT	2,688.00
TOTAL FOR: SME			2,688.00
002864	STATE OF MICHIGAN DEPT OF LICENSING 2017-PD ELEVATOR	2017 PD ELEVATOR	180.00
TOTAL FOR: STATE OF MICHIGAN DEPT OF LICENSING			180.00
002402	STEENSMA LAWN & POWER EQUIPMENT 477424	DPW	99.95
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			99.95
000971	SUPERIOR SWEEPING SERVICE INC 27334	STREET SWEEPING 2017/2018	4,250.00
TOTAL FOR: SUPERIOR SWEEPING SERVICE INC			4,250.00
000124	TUSTIN'S ASPHALT SEALING INC. c31316	ACE HARDWARE PROJECT	1,395.00
TOTAL FOR: TUSTIN'S ASPHALT SEALING INC.			1,395.00
000034	VERIZON 9796865688	10/24/17 - 11/23/17 PHONE/WIFI	112.41
	9796865689	10/24/17 - 11/23/17 CELL PHONE BILLS	1,066.16
TOTAL FOR: VERIZON			1,178.57
001536	WASHWELL-STADIUM DRIVE GROUP-SOAP 1890	SEPT 2017 PD DRYCLEANING (MISSED INVOICE)	42.95
	1947	NOVEMBER 2017 PD DRYCLEANING	54.00

TOTAL FOR: WASHWELL-STADIUM DRIVE GROUP-SOAP 96.95

004200 WIGHTMAN & ASSOCIATES INC 57485 NORTH PRINCE STREET PROJECT 8,520.00
TOTAL FOR: WIGHTMAN & ASSOCIATES INC 8,520.00

000947 WYOMING ASPHALT & PAVING INC. 707 ASPHALT 343.43
TOTAL FOR: WYOMING ASPHALT & PAVING INC. 343.43

TOTAL - ALL VENDORS 70,479.59

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:

Cheryl Pickett

Digitally signed by Cheryl Pickett
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Cheryl Pickett, email=cpickett@plainwell.org
Date: 2017.12.07 10:28:39 -05'00'

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
DN: c=US, st=MI, l=City of Plainwell, o=Internet Widgits Pty Ltd, cn=Brian Kelley, email=bkelley@plainwell.org
Date: 2017.12.08 11:41:29 -05'00'

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
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Bryan Pond, email=bpod@plainwell.org
Date: 2017.12.08 10:37:04 -05'00'

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
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Bill Bomar, email=bbomar@plainwell.org
Date: 2017.12.07 10:57:15 -05'00'

Rick Updike, 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:

Rick Updike

Digitally signed by Rick Updike
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Rick Updike, email=rupdike@plainwell.org
Date: 2017.12.07 11:09:38 -05'00'

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: 2017.12.08 10:11:20 -05'00'

12/08/2017

CHECK REGISTER FOR CITY OF PLAINWELL
CHECK DATE FROM 11/28/2017 - 12/15/2017

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank CBGEN Chemical Bank - General AP Account					
Check Type: ACH Transaction					
12/08/2017	CBGEN	1195(A)	ALLEGAN AREA EDUCATION SVC AGENCY	2017 WINTER TAXES COLLECTED W/E 12/02/20	476.22
12/08/2017	CBGEN	1196(A)	ALLEGAN COUNTY TREASURER	2017 SUM/WIN TAX/INT COLL W/E 12/02/2017	2,855.00
12/08/2017	CBGEN	1197(A)	PLAINWELL COMMUNITY SCHOOLS	2017 WINTER TAXES COLLECTED W/E 12/02/20	704.69
12/08/2017	CBGEN	1198(A)	RANSOM DISTRICT LIBRARY	2017 SUMMER TAX/INT COLL W/E 12/02/2017	394.38
Total ACH Transaction:					4,430.29
Check Type: EFT Transfer					
11/28/2017	CBGEN	1192(E)	FIRST NATIONAL BANK (CREDIT CARD)	Standing Desk Attachment	3,120.87
12/15/2017	CBGEN	1193(E)	CITY OF PLAINWELL	DECEMBER 2017 CITY UTILITY BILLS	407.75
12/04/2017	CBGEN	1194(E)	STATE OF MICHIGAN	AIRPORT FUEL SALES TAX NOVEMBER 2017	100.60
12/05/2017	CBGEN	1199(E)	UNITED HEALTHCARE INSURANCE COMPANY	DECEMBER 2017 RETIREE HEALTH INS PREMIUM	183.08
12/05/2017	CBGEN	1200(E)	UNITED HEALTHCARE INSURANCE COMPANY	DECEMBER 2017 RETIREE INSURANCE PREMIUM	170.81
12/05/2017	CBGEN	1201(E)	CENTURYLINK	NOVEMBER 2017 LONG DISTANCE CHARGES	3.19
Total EFT Transfer:					3,986.30
Check Type: Paper Check					
11/30/2017	CBGEN	11664	ALLEGAN AREA EDUCATION SVC AGENCY	2017 PILOT SERVICE CHARGE - KOEHLER CROS	1,647.10
11/30/2017	CBGEN	11665	ALLEGAN COUNTY TREASURER	2017 PILOT SERVICE CHARGES - KOEHLER CRO	2,022.97
11/30/2017	CBGEN	11666	PLAINWELL COMMUNITY SCHOOLS	2017 PILOT SERVICE CHARGE - KOEHLER CROS	2,437.32
11/30/2017	CBGEN	11667	RANSOM DISTRICT LIBRARY	2017 PILOT SERVICE CHARGE - KOEHLER CROS	505.27
11/29/2017	CBGEN	11668	POSTMASTER	to mail the December Water & Sewer bills	559.00
11/30/2017	CBGEN	11669	POSTMASTER	2017 WINTER TAX BULK MAILING (1049) WITH	475.20
12/05/2017	CBGEN	11670	CONSUMERS ENERGY	10/19/17 - 11/15/17 WR PLANT ELECTIC	6,246.98
12/05/2017	CBGEN	11671	US BANK EQUIPMENT FINANCE (COPIER)	DECEMBER 2017 CITY HALL COPIER	260.00
Total Paper Check:					14,153.84

CBGEN TOTALS:

Total of 18 Checks:

Less 0 Void Checks:

Total of 18 Disbursements:

22,570.43

0.00

22,570.43

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
DN: c=US, st=MI, l=City of Plainwell,
o=Internet Widgits Pty Ltd, cn=Brian
Kelley, email=bkelley@plainwell.org
Date: 2017.12.08 08:44:16 -05'00'

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: 2017.12.08 10:10:50 -05'00'

Reports & Communications:

A. Resolution 17-22 – Redevelopment Ready Community Certification:

Karen Wieber, Senior RRC Planner with the Michigan Economic Development Corporation will present Plainwell's RRC Assessment and entertain questions. She will also ask for adoption of a resolution to continue to process to certification.

Recommended action: Consider adopting Resolution 17-22 authorizing implementation of recommendations necessary to receive Redevelopment Ready Community Certification from the Michigan Economic Development Corporation.

B. Board & Commission Member Appointments:

A citizen applied to fill the vacancy on the Parks & Trees Commission.

Recommended action: Consider confirming the Mayor's reappointment of Tom Belco to the Parks & Trees Commission.

C. Public Safety Cruiser Purchase:

Director Bomar recommends purchasing a 2018 Ford Utility Police Service package from Signature Ford, through the State of Michigan Purchase Plan, for \$31,235.00. This will take place of the 2012 police cruiser, which will be repurposed within the department. We budgeted \$40,000 for this expenditure out of the equipment fund.

Recommended action: Consider approving the purchase of a 2018 for Utility Police Service package from Signature Ford for \$31,235.00.

D. North Prince Street – Change Order #1 and Payment Request #1:

Kalin Construction has submitted a Change Order decreasing the cost of the North Prince Street project by \$4,258.45 and a payment request for \$120,465.13. The change order is because additional soil was not needed to be brought in; less insulation was needed around the utility lines as well as a general reduction in pavement marking costs.

Recommended action: Consider approving Change Order #1 for a negative \$4,258.45 and Payment Request #1 for \$120,465.13 to Kalin Construction and authorize the City Manager to execute all documents related to the approved action.

Reminder of Upcoming Meetings

- December 14, 2017 – Allegan County Board of Commissioners – 7pm
- December 12, 2017 – Plainwell DDA/BRA/TIFA Board – 7.30am
- December 20, 2017 – Plainwell Planning Commission – 7pm
- December 27, 2017 – Plainwell City Council – 7pm

Non-Agenda Items / Materials Transmitted

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