

# City of Plainwell



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

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

“The Island City”

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## AGENDA

### Plainwell City Council

### Monday, November 25, 2019

### 7:00 PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary** – 11/11/2019 Regular Meeting
6. **General Public Comments**
7. **County Commissioner Report**
8. **Agenda Amendments**
9. **Mayor's Report**
10. **Recommendations and Reports:**
  - A. **Resolution 19-21 – Endorsement for Lower Kalamazoo River Greenway Plan**  
Council will consider adopting Resolution 19-21 endorsing a plan outlined in the Lower Kalamazoo River Greenway Plan.
  - B. **Resolution 19-22 – Modification to the City's Sick Leave Policy**  
Council will consider adopting Resolution 19-22 to modify the city's sick leave policy due to recent changes from the Michigan Paid Leave Act.
  - C. **Emergency Repair to City Hall Boiler**  
Council will consider approving boiler repairs for the City Hall Heating System at an approximate cost of \$9,941.00.
  - D. **Architectural Contract – Mill Demolition Grant Application**  
Council will consider approving an architectural contract from HopkinsBurns in the amount of \$49,500.
  - E. **Structural Engineering Contract – Mill Demolition Grant Application**  
Council will consider approving a structural engineering contract from Robert Darvas Associates in the amount of \$29,500.
11. **Communications:** The October 2019 Water Renewal and 2019 Public Safety Reports.
12. **Accounts Payable - \$205,913.03**
13. **Public Comments**
14. **Staff Comments**
15. **Council Comments**
16. **Adjournment**

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

The Island City

*The City of Plainwell is an equal opportunity provider and employer*

**MINUTES**  
**Plainwell City Council**  
**November 11, 2019**

1. Mayor Keeler called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Scott Smail from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Keeney, Councilmember Overhuel, and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes/Summary:  
**A motion by Steele, seconded by Keeney, to accept and place on file the Council Minutes and Summary of the 10/28/2019 regular meeting. On voice vote, all voted in favor. Motion passed.**
6. Public Comments: None.
7. Community Development Manager Siegel presented the 2019 Scarecrow Contest Winners to Jaqua Realtors (People's Choice) and to Hart's Jewelry (Best in Show)
8. County Commissioner Report:  
Commissioner Rick Cain reported about a recent survey of the lakeshore along Allegan County showing erosion of several areas from South Haven to Holland. He also reported on countywide efforts to evaluate aquifers and their ability to sustain future development. City Manager Wilson noted that the city pays for its own water reliability study and questioned why the county would fund similar studies for the townships for economic development purposes. Commissioner Cain also discussed financial concerns at the county's medical care facility at Dumont Lake.
9. Agenda Amendments: None.
10. Mayor's Report:  
Mayor Keeler reported having attended a well-run veteran's ceremony in Sherwood Park today.
11. Recommendations and Reports:
  - A. Community Development Manager Siegel reported that the Planning Commission recently considered text language changes to the section of the Zoning Ordinance that outlines site plan reviews. The changes relate to the approval process and the circumstances under which the city administrator or Planning Commission could approve permitted site plans without City Council consideration. No other changes to the Zoning Ordinance were considered along with this opportunity to streamline the approval process. The Planning Commission recommends approval of the changes.  
**A motion by Overhuel, seconded by Steele, to approve Ordinance 385 modifying Section 53-128 of the Zoning Ordinance to modify the city's site plan approval requirements. On a voice vote, all in favor. Motion passed.**

**B. DPW Superintendent Nieuwenhuis and City Manager Wilson reported on the Sherwood Avenue Project and some water-related changes to the project that precipitated a delay in completion. The changes improved the water installation work, adding additional valves to the distribution system and avoided numerous residents being without water. Overall the project came in under budget, but additional engineering costs were incurred due to the changes and Council is being asked to approve those changes. A motion by Wisnaski, seconded by Keeney, to approve a change order for construction engineering on the Sherwood Avenue Project with Fleis & Vandenbrink in the amount of \$21,900.00. On a voice vote, all in favor. Motion passed.**

12. Communications:

**A. A motion by Keeney, seconded by Steele, to accept and place on file the October 2019 Investment and Fund Balance Reports and the draft Planning Commission Meeting Minutes from 11/06/2019. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

**A motion by Keeney, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$91,712.81 for payment of same. On a roll call vote, all in favor. Motion passed.**

14. Public Comments: None

15. Staff Comments:

Superintendent Nieuwenhuis reported that the snow delayed some leaf pickup efforts and that the roads were salted but not plowed, which would have made leaf pickup more cumbersome.

Community Development Manager Siegel reminded Council of two (2) ribbon cuttings on Friday November 15 – 10am at Sherwood Park and 2pm at Prevalent Boutique – and Ladies Night later that evening. She also reported a successful opening of the indoor farmer’s market with 130 guests and 2 new vendor requests.

Superintendent Pond reported on a loss of power at one of the plant’s buildings caused by outdated parts. Redundant systems were implemented and the plant was fully operational within a short period of time. A system-wide review of redundancies is being conducted.

Director Bomar reported having attended the International Association of Chiefs of Police conference as a grant recipient. The conference included several helpful classes and that the entire experience was overwhelming but wonderful. He also noted an upcoming Law Enforcement Information Network (LEIN) audit in early December.

Clerk Kelley reported that the Election went well and thanked all the inspectors for their service.

City Manager Wilson reported unanticipated challenges with the MEDC Mill Demolition Grant related to the demolition of buildings 1 and 9. He provided Council an informational packet which included a letter from the State Historic Preservation Office which outlined stipulations related to the demolition that must be completed within 90 days. The packet also included preliminary costs bids for demolition, structural and architectural engineering. He noted that there are several unanswered questions also related to the proceeds from the sale of land and why these strings were not disclosed earlier in the process. After a conference call with the MEDC staff, information will be compiled for Council to provide direction on how to proceed.

City Manager Wilson also reported the Airport Manager Virgil Williams was recently inducted into the West Michigan Aeronautics Hall of Fame in a ceremony at Western Michigan University.

16. Council Comments:

Council Member Overhuel reported that the recent cemetery tour went great.

Mayor Pro Tem Steele inquired about leaves in the road and grain trucks driving down Sherwood.

Council Member Keeney thanked all the veterans.

17. Adjournment:

**A motion by Overhuel, seconded by Steele, to adjourn the meeting at 8:10 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully submitted by,  
Brian Kelley  
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL  
November 25, 2019

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Brian Kelley, City Clerk

**SUMMARY**  
**Plainwell City Council**  
**November 11, 2019**

1. Mayor Keeler called the regular meeting to order at 7:00 PM in Council Chambers at City Hall.
2. Scott Smail from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Keeler, Steele, Keeney, Overhuel, and Wisnaski. Absent: None.
5. Approved Minutes/Summary of the 10/28/2019 regular meeting.
6. Presented awards to the 2019 Scarecrow Contest Winners – Jaqua Realtors (People’s Choice) and Hart’s Jewelry (Best in Show)
7. Approved Ordinance 385 modifying the city’s site plan approval requirements.
8. Approved a Change Order for construction engineering for the Sherwood Avenue Project with Fleis & Vandenbrink in the amount of \$21,900.00
9. Accepted and placed on file the October 2019 Investment and Fund Balance Reports and the draft Planning Commission meeting minutes from November 6, 2019.
10. Approved Accounts Payable for \$91,712.81.
11. Adjourned the meeting at 8:10 pm.

Submitted by,  
Brian Kelley  
City Clerk/Treasurer

# Memo

**To:** City of Plainwell  
**From:** ODC Network  
**Date:** 11/11/19  
**Re:** Endorsement Request for Lower Kalamazoo River Greenway Plan

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## Request:

The ODC Network is requesting that the City of Plainwell endorse and adopt the plan outlined in the Lower Kalamazoo River Greenway Plan. To aid in your decision making, a copy of the **Lower Kalamazoo River Greenway Plan** has been included with this endorsement request.

## Project Summary:

At the request and with the assistance of State Representative Mary Whiteford, the ODC Network began developing a plan for a greenway corridor in Allegan County along the Kalamazoo River in January of 2018. The plan was designed to bring together the diverse communities scattered along the Kalamazoo, Rabbit, and Gun Rivers to coordinate planning efforts and work together as a unified county on addressing ecological, educational, and developmental issues related to the river. Through a planning process that involved over 300 people and dozens of meetings, the plan was developed to identify types of projects along the river corridor. The plan reflects the feedback received during the planning process, yet remains adaptive and flexible enough to be updated or adapted based on future needs and accomplished projects. The Greenway will address issues related to environmental restoration, recreation, conservation, and education. This may include seeking collaboration and funding for projects such as improving river access, addressing pollutants, treating invasive species, creating pathways, creating improved educational opportunities, and preserving the highest quality habitats.

## What does endorsement mean?

The Lower Kalamazoo River Greenway Plan was created to designate a greenway corridor along the Kalamazoo River in Allegan County to address **environmental restoration, recreation, conservation, and education**. This plan was developed by the ODC Network with assistance from GMB Architecture and Engineering and Bruns Consulting. Development of the plan was supported by grants from the Michigan Department of Environmental Quality and Michigan Sea Grant. Advising the development of the plan was a committee made up of diverse community leaders and professionals, representing local cities and townships, local businesses, state agencies including the DNR and DEQ, and other community groups. Several meetings of this advisory group, along with four public forums, were used to develop a vision of what residents and community leaders wanted to see for the future of the Kalamazoo River. While this development will be impacted by the ongoing activities of the EPA to remediate the river's Superfund status, many projects can be conducted outside of or in concert with their work to improve the condition and reputation of the river. We hope that these activities will – where appropriate – stimulate economic growth, provide better river access, educate visitors and residents, and improve the health of the river.

We are asking area leaders, local units of government, area businesses and organizations to endorse this plan – illustrating the community interest and support in taking this comprehensive approach to restoring the Kalamazoo River and its tributaries. Endorsement does not require financial investment or personal involvement in the initiative. However, we do encourage endorsees to do what they can to help promote and support the plan. The primary purpose for endorsement is to allow us to list your entity's name as an endorser – thus illustrating community-wide acknowledgement of the initiative, and support of our team's effort. We can then leverage the support of the community for broader contributions to the KRG effort.

**CITY OF PLAINWELL  
COUNTY OF ALLEGAN  
STATE OF MICHIGAN**

**RESOLUTION NO. 19-21**

**A RESOLUTION TO ENDORSE THE LOWER KALAMAZOO RIVER GREENWAY PLAN**

Council Member \_\_\_\_\_, offered the following resolution and moved for its adoption, seconded by Council Member \_\_\_\_\_:

**WHEREAS**, The Kalamazoo River traverses approximately two miles through the City of Plainwell, a prominent and defining feature of the City; and

**WHEREAS**, At the request and with the assistance of State Representative Mary Whiteford, the ODC Network (ODC) began developing a plan for a greenway corridor in Allegan County along the Kalamazoo River in January of 2018; and

**WHEREAS**, The Greenway Plan was designed to bring together the diverse communities scattered along the Kalamazoo, Rabbit, and Gun Rivers to coordinate planning efforts and work together as a unified county on addressing ecological, educational, and developmental issues related to the river; and

**WHEREAS**, Through a planning process that involved over 300 people and dozens of meetings, the Greenway Plan was developed to identify different types of projects along the river corridor; and

**WHEREAS**, The Greenway Plan reflects the feedback received during the planning process, yet remains adaptive and flexible enough to be updated or adapted based on future needs and accomplished projects; and

**WHEREAS**, The Greenway Plan addresses issues related to environmental restoration, recreation, conservation, and education which may include seeking collaboration and funding for projects such as improving river access, addressing pollutants, treating invasive species, creating pathways, creating improved educational opportunities, and preserving the highest quality habitats.

**NOW THEREFORE, BE IT RESOLVED** the City of Plainwell City Council hereby endorses the Lower Kalamazoo River Greenway Plan to be used as an advisory document guiding public officials on a comprehensive approach to restoring the Kalamazoo River and its tributaries and help engage public involvement to determine financial feasibility (tax payer capacity) of any proposed projects.

YEAS: Council Members: \_\_\_\_\_

NAYS: Council Members: \_\_\_\_\_

ABSTAIN: Council Members: \_\_\_\_\_

ABSENT: Council Members: \_\_\_\_\_

**ADOPTED** this 25<sup>th</sup> day of November, 2019

Signed: \_\_\_\_\_  
Bradley Keeler, Mayor

Signed: \_\_\_\_\_  
Brian Kelley, City Clerk

DRAFT



## RESOLUTION NO. 19-22

**CITY COUNCIL  
CITY OF PLAINWELL**  
Plainwell County, Michigan

**A RESOLUTION TO AMEND THE CITY OF PLAINWELL PERSONNEL  
POLICY SECTION D. SICK TIME.**

**WHEREAS**, the City of Plainwell personnel policy, is to establish the sick time guidelines that pertains to employees, and

**WHEREAS**, effective immediately the City wishes to amend Chapter VIII, TIME OFF - Section D, Sick Leave to read as follows:

All eligible City of Plainwell employees will begin accruing one (1) hour of sick leave for every thirty-five (35) hours worked per week excluding overtime with a maximum of one (1) hour in a calendar week at hire. There is a ninety (90) day waiting period before accrued leave may be used. For employees beginning work in the middle of a benefit year, the annual maximum accrual will be pro-rated based on employee classification. Benefit year will run July thru June.

Employees may take paid medical leave for the following:

- Physical or mental illness, injury, or health condition of the employee or his or her family member
- Medical diagnosis, care, or treatment of the employee or employee's family member
- Preventative care of the employee or his or her family member
- Closure of the employee's primary workplace by order of a public official due to a public health emergency
- The care of his or her child whose school or place of care has been closed by order of a public official due to a public health emergency

- The employee's or his or her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider
- For domestic violence and sexual assault situations, employees may use paid medical leave for the following:
  - Medical care or psychological or other counseling
  - Receiving services from a victim services organization
  - Relocation
  - Obtaining legal services
  - Participation in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault

1. To qualify for sick leave payments the employee must notify his/her Department Head, or the Personnel Manager (or designee) no later than thirty (30) minutes after the start of his/her shift. If the circumstances prevent such notice, a report must be made as soon thereafter as possible.
2. Sick leave may not be used in less than one (1) hour increments and may not exceed the accumulated total of sick leave earned.
3. Immediate family is defined as, an employee's current spouse, son, daughter, step-son, step-daughter, mother, father, step-mother, step-father, mother-in-law, and father-in-law, brother or sister, brother-in-law, sister-in-law, grandfather or grandmother, grandchild (or dependent minor residing with the employee) or a child to whom the employee stands in loco parentis.
4. Return to work certification may be required for the sick leave exceeding three (3) consecutive work days before employees are allowed to return to work.
5. When an employee is absent from work due to an illness or injury arising out of or in the course of employment by the City which is compensable by the Michigan Worker's Compensation Act, authorization may be given for use of banked sick leave to be used to complete the difference between the daily pay he/she would have received for the day the necessary absences occurred. In no case will the combined compensation exceed that which would have otherwise been earned in an ordinarily scheduled work week. Each occurrence must be

reported to employees Department Head and the Personnel Manager immediately, or as soon as feasible.

6. If injury or illness arises while working for another employer, sick time may not be utilized.
7. Each department head is responsible to see that this policy is administered equally, fairly and firmly to each employee in his/her department.

**Regular Full-time** – Employees regularly scheduled 40 hours a week shall be eligible. After successful completion of six (6) months continuous service twenty-four (24) hours of sick leave shall be additionally credited to Full-time employee for a maximum of forty-eight (48) hours earned for the first six (6) months of employment, thereafter Full-time employees will be credited up to eight (8) hours per month. The maximum sick leave hours accrued will not exceed ninety-six (96) in a benefit year.

As of June 30 of each year the accumulation of sick time shall be capped at 1,000 hours. After the first payroll of each fiscal year 50% of the value of hours accumulated over 1,000 will be calculated using the previous fiscal year pay rate and deposited into the employees' 401a plan. Employees not eligible or who do not participate in the 401a plan shall not accumulate hours above 1000 hours and are not eligible for any payout.

**Part-time, Temporary and Seasonal** - Employees with twenty-five (25) or more hours per week and who work at least twenty-five (25) weeks per benefit year or averages 25 hours worked per week the preceding benefit year shall be eligible. **Eligible Part-time, Temporary or Seasonal** employees may carry up to forty (40) hours of unused accrued sick leave from one benefit year to another but may not have more than one hundred (100) hours banked at any given point. Sick leave benefits for Part-time, Temporary and Seasonal staff are a condition of employment and accumulated benefits not utilized prior to termination are lost.

Yeas:

Nays:

Abstain:

Absent:

Dated: November 25, 2019

**RESOLUTION DECLARED: ADOPTED: November 25, 2019**

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Brian Kelley, City Clerk

CERTIFICATION

As the City Clerk of the City of Plainwell, Allegan County, Michigan, I certify this is a true and complete copy of a resolution adopted by the City Council at its regular meeting on November 25, 2019, held in compliance with the City Charter and applicable state laws.

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Brian Kelley, City Clerk

## **Personal Policy**

### **Chapter VIII – Time Off**

#### **Section D**

##### **Sick Leave**

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Employees may take paid medical leave for the following:

- Physical or mental illness, injury, or health condition of the employee or his or her family member
  - Medical diagnosis, care, or treatment of the employee or employee's family member
  - Preventative care of the employee or his or her family member
  - Closure of the employee's primary workplace by order of a public official due to a public health emergency
  - The care of his or her child whose school or place of care has been closed by order of a public official due to a public health emergency
  - The employee's or his or her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider
  - For domestic violence and sexual assault situations, employees may use paid medical leave for the following:
    - Medical care or psychological or other counseling
    - Receiving services from a victim services organization
    - Relocation
    - Obtaining legal services
    - Participation in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault
1. To qualify for sick leave payments the employee must notify his/her Department Head, or the Personnel Manager (or designee) no later than thirty (30) minutes after the start of his/her shift. If the circumstances prevent such notice, a report must be made as soon thereafter as possible.
  2. Sick leave may not be used in less than one (1) hour increments and may not exceed the accumulated total of sick leave earned.

3. Immediate family is defined as, an employee's current spouse, son, daughter, step-son, step-daughter, mother, father, step-mother, step-father, mother-in-law, and father-in-law, brother or sister, brother-in-law, sister-in-law, grandfather or grandmother, grandchild (or dependent minor residing with the employee) or a child to whom the employee stands in loco parentis.
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7. Each department head is responsible to see that this policy is administered equally, fairly and firmly to each employee in his/her department.

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**Part-time, Temporary and Seasonal** - Employees with twenty-five (25) or more hours per week and who work at least twenty-five (25) weeks per benefit year or averages 25 hours worked per week the preceding benefit year shall be eligible. **Eligible Part-time, Temporary or Seasonal** employees may carry up to forty (40) hours of unused accrued sick leave from one benefit year to another but may not have more than one hundred (100) hours banked at any given point. Sick leave benefits for Part-time, Temporary and Seasonal staff are a condition of employment and accumulated benefits not utilized prior to termination are lost.

Adopted 11/01/2006 – Council Approved 10-09-2006

Amended 12/13/2010 - Resolution 10-37

Amended 06/24/2013 - Resolution 13-18

Amended 02/23/2015 – Resolution 15-09

September 8, 2019, *Revised October 30, 2019*

Erik Wilson, City Manager  
City of Plainwell  
211 N. Main Street  
Plainwell, Michigan 49080  
ewilson@plainwell.org

Re: Plainwell Paper Mill  
Proposal for Architectural Services (historical) for demolition of blighted buildings

Dear Erik:

On behalf of HopkinsBurns Design Studio, I am pleased to submit this proposal for architectural services (historical) for demolition of blighted buildings for the historic Plainwell Paper Mill in Plainwell, Michigan. The following is our understanding of the services that are to be provided.

### ***UNDERSTANDING OF THE PROJECT***

The Plainwell Paper Mill buildings and site is of historic significance. The complex has evolved over the last 100 years and in anticipation of its redevelopment an evaluation was conducted to identify historic buildings worthy of rehabilitation and those that are noncontributing. In preparation for removal of non-historic and/or noncontributing buildings a Section 106 Review was performed. In 2010, HopkinsBurns assisted with architectural services in a major demolition project to begin to implement the demolition process. The basis for this proposal is to provide historic preservation services to assist in the further implementation of the demolition process.

### ***SCOPE OF SERVICES***

To assist the City of Plainwell, HopkinsBurns proposes the following professional services:

Provide architectural services (historical) related to the demolition of blighted buildings on the former Plainwell Paper Mill property. In general the project will consist of evaluating the current historic preservation needs where blighted buildings and/or building elements will be demolished (separated) from buildings that will remain and for developing protective measures to ensure historic fabric is maintained and not lost.

### ***ASSUMPTIONS***

1. Our evaluation of the buildings will be based on a readily available visual assessment. No selective demo will be performed.
2. Buildings 1 and 9 are to be demolished.



### ***CITY OF PLAINWELL RESPONSIBILITIES***

1. The City of Plainwell shall provide access to the Site and Buildings.
2. The City of Plainwell shall provide the Front End of the Project Documents
3. The City of Plainwell shall advertise for bidders and receive bids.
4. The City of Plainwell shall contract directly with Robert Darvas Associates (RDA) for structural engineering. HopkinsBurns will provide base drawings to RDA and coordinate with their work.

### ***SCHEDULE***

HopkinsBurns is prepared to start immediately upon acceptance of our proposal.

### ***CONSULTANTS***

HopkinsBurns anticipates using the following consultant(s) for this project. The cost for this service is included in the professional fee.

- Prein & Newhof Building Surveyor

### ***PROFESSIONAL SERVICES FEE***

The City of Plainwell shall compensate HopkinsBurns on a fixed fee basis in the amount of **\$ 49,500** for the scope of services outlined above, plus reimbursable expenses as defined below. All time spent to date under the previous hourly contract is included in this proposal. HopkinsBurns reserves the right to renegotiate our fee if the scope of work is modified.

### ***REIMBURSABLE EXPENSES***

In addition to the fee indicated above, the following cash costs shall be reimbursable:

1. Travel expenses incurred outside of the Ann Arbor area related to this project. Reimbursement for car mileage is the standard mileage allowance determined by the Internal Revenue Service.
2. Reproduction of drawings, specifications and reports for Owner's use.
3. Reproduction of drawings and specifications to be used for contractor bidding and construction.
4. Postage, express charges and other similar items.
5. Models, renderings, photography and other special presentation material for other than the Architect's own use.
6. Regulatory Agency review fees.
7. Employment of, with client's prior approval, special consultants other than those listed in this proposal.

We suggest establishing an allowance of \$1,000 for reimbursable expenses.

**ADDITIONAL SERVICES**

Requests for additional services will be documented by HopkinsBurns (if given verbally), and the work will commence upon your approval of an estimated fee for that effort. For additional services, you shall reimburse HopkinsBurns an hourly fee for time spent based on the following billing rate schedule:

Senior Historic Preservation Architect	\$ 175 / hr
Principal Architect	\$ 150 / hr
Historic Preservation Architect	\$ 125 / hr
Architect	\$ 90 - \$ 110 / hr
Intern Architect	\$ 70 - \$ 90 / hr
Clerical/Admin	\$ 50 - \$ 70 / hr

**PAYMENTS**

All payments due to HopkinsBurns shall be made monthly upon presentation of the statement of services rendered. All payments due HopkinsBurns under this agreement shall bear interest at one-and one-half (1.5) percent per month commencing thirty (30) days after the date of billing.

**TERMS AND CONDITIONS**

Terms and Conditions are included on the attached sheet.

**IN CLOSING**

We greatly appreciate the opportunity to present this proposal for your consideration. If you have any questions regarding this proposal and/or our proposed scope of work, please feel free to contact me at 734 424-3344. This document will serve as an agreement between us, and you may indicate your acceptance by signing in the space provided below and returning one (1) signed copy for our files, along with the retainer described above.

Sincerely,



Tamara E. L. Burns, FAIA  
Principal  
HopkinsBurns Design Studio

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

ATTACHMENT TO:

Plainwell Paper Mill

Proposal for Architectural Services (historical) for demolition of blighted buildings

September 8, 2019

## **TERMS AND CONDITIONS**

### ***ASBESTOS/LEAD PAINT***

HopkinsBurns' scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event that HopkinsBurns encounters any hazardous or toxic materials, or should it become known to HopkinsBurns that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of HopkinsBurns' services, HopkinsBurns may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Owner identifies and abates or removes the hazardous or toxic materials and warrants the jobsite is in full compliance with all applicable laws and regulations.

### ***DESIGN WITHOUT CONSTRUCTION PHASE SERVICES***

In the event that the Agreement does not include project observation or review of the Contractor's performance or any other construction phase services, the Owner assumes all responsibility for interpretation of the Construction Documents and for Construction Observation and the Owner waives any claims against the Architect that may be in any way connected thereto.

In addition, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Construction Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the Architect.

If the Owner requests in writing that the Architect provide any specific construction phase services, and if the Architect agrees in writing to provide such services, then they shall be compensated for as Additional Services.

### ***LIMITATION OF LIABILITY***

The architects/engineers liability for any and all claims, including but not limited to those arising out of the architects/engineers professional services, negligence, gross misconduct, warranties or misrepresentations shall be deemed limited to an amount no greater than the contract.

### ***STANDARD OF CARE***

In providing services under this Agreement, the Architect shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The Architect makes no warranty, express or implied, as to its professional services rendered under this Agreement.

### ***TERMINATION***

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform their obligations hereunder. In the event of termination, the Client shall pay the Design Professional for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

robert darvas associates  
consulting structural engineers  
440 south main street  
ann arbor, mi 48104



October 30, 2019

Mr. Erik J. Wilson, Manager  
City of Plainwell  
211 North Main Street  
Plainwell, Michigan 49080

Via email [EWilson@plainwell.org](mailto:EWilson@plainwell.org)

**Re: Proposal for Consulting Structural Engineering Services for the Phased Partial Demolition of Portions of the Historic Plainwell Paper Mill**

Dear Mr. Wilson,

Robert Darvas Associates, P.C. (RDA) is pleased to provide the following proposal for consulting structural engineering services.

**1 SCOPE OF PROJECT**

---

The project consists of providing structural engineering services as necessary to support the phased partial demolition of portions of the historic Plainwell Paper Mill. The scope of the demolition includes removal of the train shed and buildings 1, 1A, 3A, 4, 4A, 5, 5A, 5B, 6, 6B, 7, 9, 25, 26, 27, & 28. (See attached plan). It is anticipated that certain elements of structure may be required to support portions of the Mill that are to remain but that relied upon portions to be demolished for structural support. Also, new wall framing may be required to provide temporary or permanent closure to portions of buildings to remain that are adjacent to portions being demolished. Also, there are some deteriorated elements of structure to remain that will require structural repair.

**2 SCOPE OF SERVICES**

---

Robert Darvas Associates (RDA) will provide the following:

- 2.1. Two (2) site visits to review conditions of the existing buildings and take field measurements.
- 2.2. Produce a drawing or drawings of the existing structures to remain showing any structure that must be added or repaired to complete the project and provide proper structural support and/or enclosure for portions that will remain. The structural drawings will utilize the Architectural drawings being prepared by Hopkins-Burns Design Studio as backgrounds for RDA's drawings. RDA will provide the required structural information drafted onto copies of the Architectural drawings.
- 2.3. Up to two (2) site visits during construction, including reports of the conditions observed and noting any corrections that need be made.

### 3 FEES

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3.1. Our fee for the above noted scope will be.....\$29,500.00

3.2. The above quoted fee includes the time spent meeting with Hopkins Burns Design Studio at their office as well as my trip to the project site on October 16, 2019.

#### 3.3. General

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##### 4.1. Project and fee changes:

- 4.1.1. Any significant design changes which require re-design on our part will affect the fee.
- 4.1.2. Additional requested services will be billed at our then effective hourly billing rates, or a fee negotiated when the extent of extra work is determined.
- 4.1.3. If the project is cancelled for any reason you will only be billed for the work completed.
- 4.1.4. Project and fee changes shall be approved in writing by the Client before proceeding. Additional fees will be based on direct hourly personnel cost in effect at the time, or a specific amount when scope of additional service is known, as approved by the Client.

4.2. Invoices are due within thirty (30) days after the invoice date. If the invoice is not paid within thirty (30) days, the Engineer may (without waiving any claim or right against Client and without liability whatsoever to Client) suspend or terminate the performance of service. Any retainer payment(s) shall be credited on the final invoice. Accounts unpaid sixty (60) days after the invoice date shall be subject to a time-price differential service charge of 1.5% per month (or the maximum legal rate, whichever is lower) on the then unpaid balance. Under all circumstances in the event of Client's failure to pay or other default by Client hereunder, Engineer shall be entitled to recover its reasonable attorneys' fees, costs of collection, and other costs incurred arising out of or in any way related to Client's default of defaults.

4.3. The above proposal is for a structural inspection and preparation of structural engineering drawings for new structure necessary to permit partial demolition of the Plainwell Paper Mill and does not include engineering of temporary support systems such as needle shoring etc. If such services are desired, we can submit a separate proposal for that work.

4.4. RDA shall not have control or charge of, and shall not be responsible for, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs, all in connection with the demolition, new construction, modifications, or repairs.

4.5. The Structural Consultant agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the Structural Consultant's negligent acts, errors or omissions in the performance of professional services under this Agreement and those of his or her sub-consultants, or anyone for whom the Structural Consultant is legally liable.

4.6. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by the Client's negligent acts, errors or omissions and those of his or her contractors, subcontractors or consultants or anyone for whom the Client is legally liable, and arising from the project that is the subject of this Agreement. The Structural Consultant is not obligated to indemnify the Client in any manner whatsoever for the Client's own negligence.

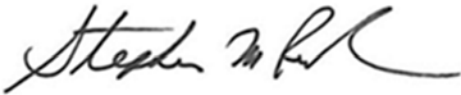
#### 4 CONTRACT EXECUTION

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If you find this proposed agreement acceptable, please sign and return, or initiate a standard AIA contract, sign this proposal and include it as an Exhibit. If our proposal or a non-AIA contract is required additional fees may be required. If you have any questions, please feel free to contact me.

Sincerely,

**Robert Darvas Associates, P.C.**



Stephen M. Rudner, P.E.

Accepted by \_\_\_\_\_

Date \_\_\_\_\_

Enc.

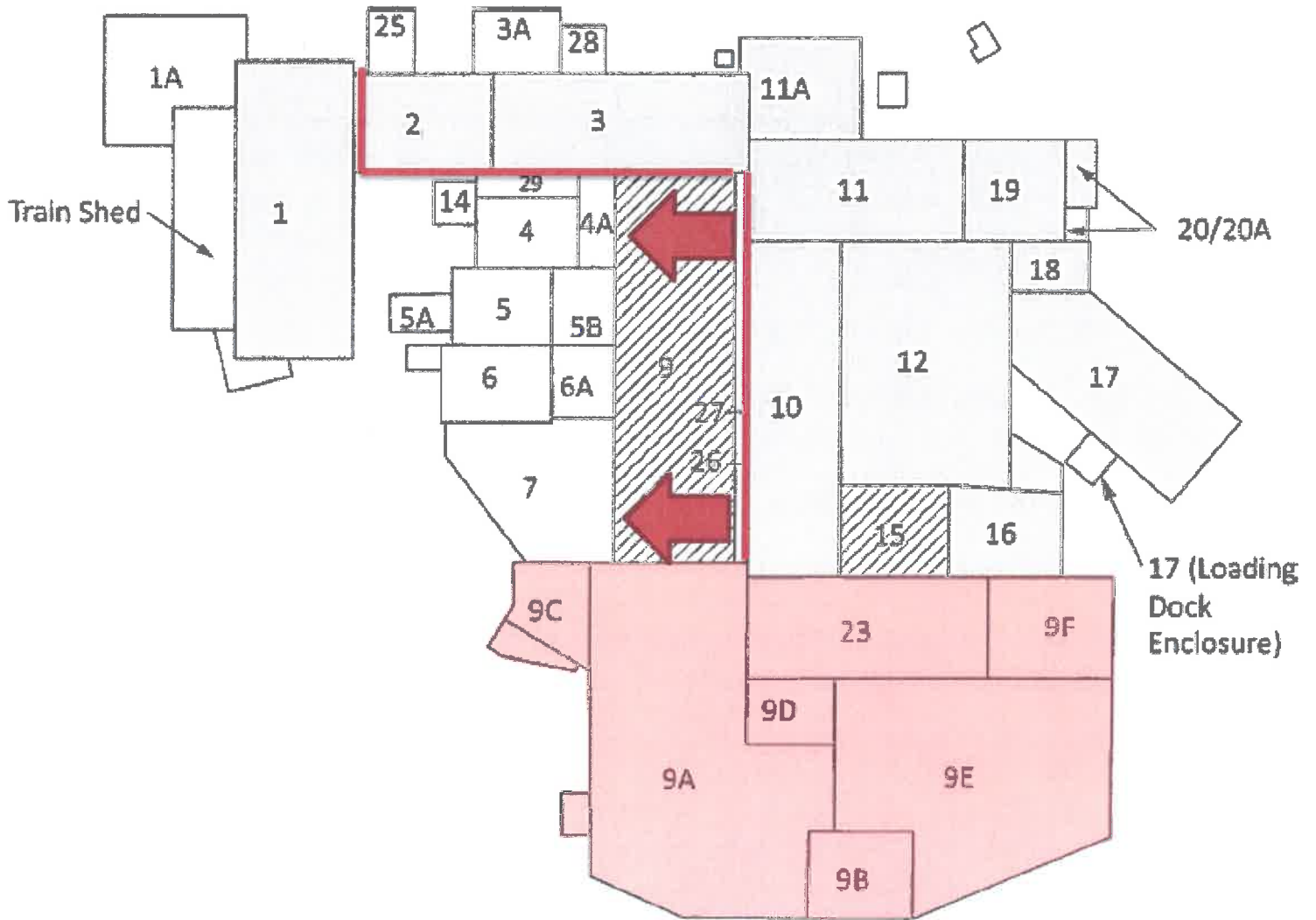
C/c Tamara Burns





Michigan Paper Company Mill Historic District  
Name of Property

Alegan County, Michigan  
County and State

Diagram D:

MILL COMPLEX:  
CONTRIBUTING AND NON-CONTRIBUTING BUILDINGS



-  Contributing Buildings
-  Non-Contributing Buildings
-  Contributing Buildings with major Non-Contributing additions
-  Buildings already removed  
(Google maps 3/29/19 based on 2019 Image)

# Water Renewal

Superintendent: Bryan Pond

October 2019



## Significant Department Actions and Results

The annual bio-solids report was filed with the DEQ. This reports how many tons of bio-solids we disposed of from our process and the fee associated with the amount disposed of.

The second MBBR proces was placed back in service for the colder weather, this ensured proper treatment of the waste at lower water temperatures.

#2 pump at 12th St was worn and started to plug more often, rebuild parts were ordered.

## Pending Items (including CIP)

Sherwood street sewer improvements  
Replace plant handrails from 1980

Primary Tanks  
Final Tanks  
W. stair case

## Expenditure Summary/Issues

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

(budgeted)

\$277,259

(completed)

yes

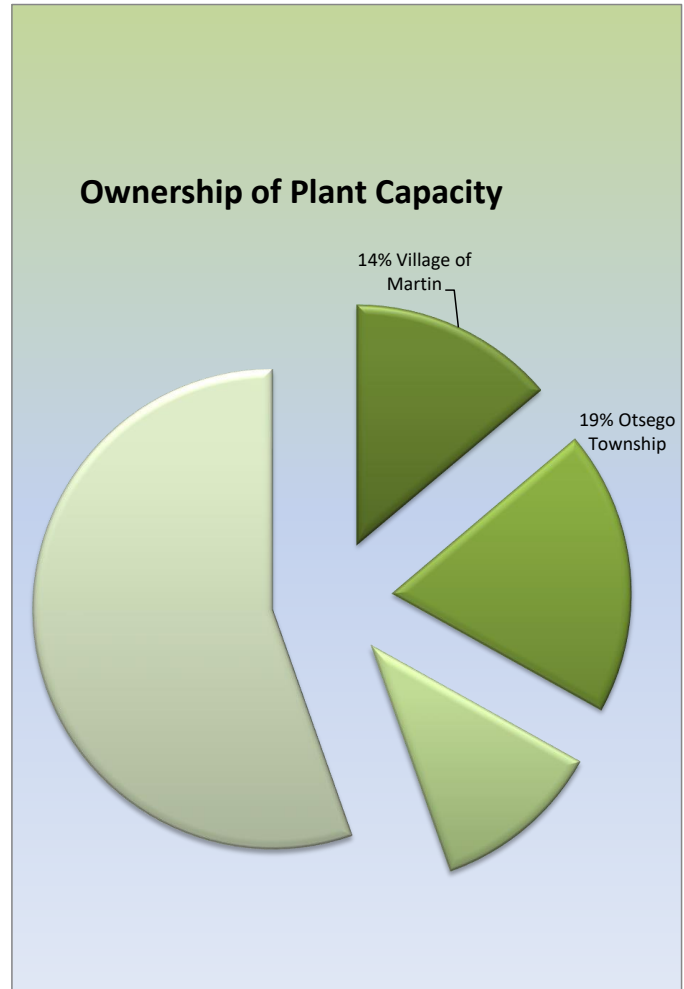
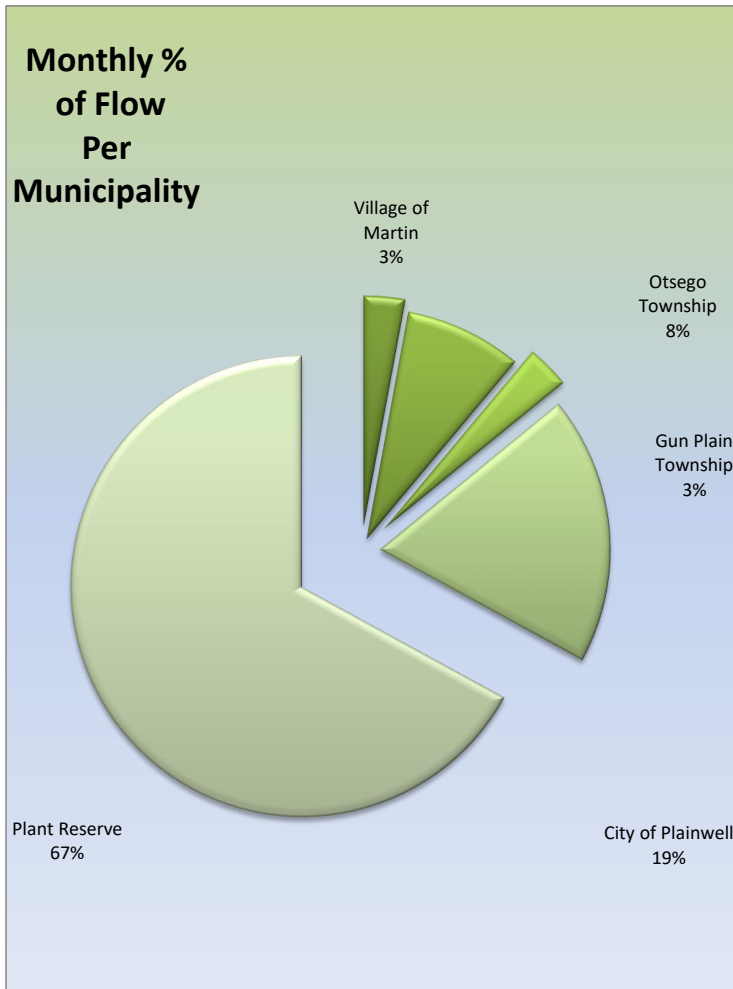
\$0



## Monthly Flow Data

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

	Total Gallons	Permitted Daily Flow Gallons	Reserve	Ownership of Plant Capacity
<b>Village of Martin</b>	808,323			
Gun River MH Park	353,000			
US 131 Motor Sports Park	0			
<b>Total:</b>	1,161,323			
<b>AVG. DAILY:</b>	41,476	180,000	77%	14%
<hr/>				
<b>Otsego Township</b>	<b>Total:</b> 3,306,150			
	<b>AVG. DAILY:</b> 118,077	250,000	53%	19%
<hr/>				
<b>Gun Plain Township</b>	<b>Total:</b> 1,011,000			
North Point Church	6,000			
North 10th Street	0			
Gores Addition	197,000			
<b>AVG. DAILY:</b>	43,357	150,000	71%	12%
<hr/>				
<b>City of Plainwell</b>	<b>Total:</b> 7601887			
	<b>AVG. DAILY:</b> 245222.15	720,000	66%	55%
<hr/>				
<b>Avg. Daily Plant Flow from entire service district</b>	0.42			



## State Required Reporting Compatible Pollutants

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

25 mg/l	15	7.48
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*This test measures the amount of oxygen consumed by bacteria during the decomposition of organic materials. Organic materials from wastewater treatment facility act as a food source for bacteria.*

**TOTAL SUSPENDED SOLIDS (TSS):**

30 mg/l	15	11
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*Includes all particles suspended in water which will not pass through a filter. As levels of TSS increase, a water body begins to lose its ability to support a diversity of aquatic life.*

**PHOSPHORUS (P):**

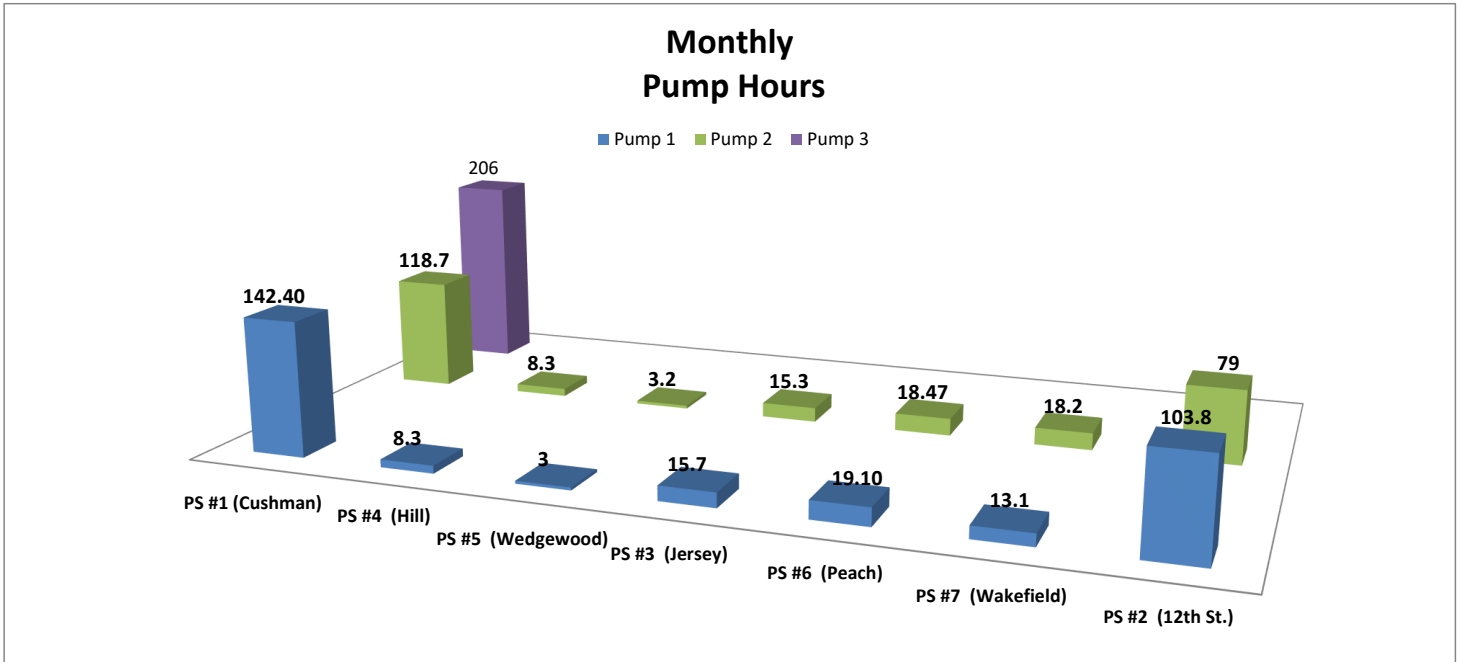
1.0 mg/l	0.45	0.25
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*Controlling phosphorous discharges is a key factor in preventing eutrophication of surface waters. Eutrophication is caused by water enrichment of inorganic plant nutrients. Eutrophication negatively effects water bodies due to increases in algal blooming, causing excessive plant growth which depletes dissolved oxygen in the river which is necessary for aquatic life to survive.*

**Total Coliform (COLI):**

200counts/ml	50	3
--------------	----	---

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



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



# PLAINWELL PUBLIC SAFETY

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Police, Fire and Medical First Responder Services

# MONTHLY REPORT

## October 2019

Prepared by Director Bill G. Bomar

A handwritten signature in black ink, consisting of the letters "B" and "B" intertwined.

# Plainwell Department of Public Safety

## Scheduled Hours By Activity for October 2019

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

**Total Hours**  
930

**Percentage of Total Hours**

### TOTAL ROAD PATROL HOURS SCHEDULED FOR THE MONTH

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

*Totals of all the below mentioned areas.*

### HOURS SPENT INVESTIGATING OR HANDLING CRIMINAL COMPLAINTS

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

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

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

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

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

### HOURS SPENT ON SUPPORT OR PERIPHERAL ACTIVITIES

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

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

### TOTAL UNOBLIGATED PATROL HOURS

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

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

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

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

930

86

9.20%

210

22.58%

384

41.27%

251

26.95%

679

73.05%

# Plainwell Department of Public Safety

## Complaints/Activities for October 2019

### ARRESTS

<b>CUSTODIAL ARRESTS</b>	<b>11</b>	<i>An individual taken into custody for a criminal offense and jailed for that offense.</i>
<b>ARREST COUNTS</b>	<b>17</b>	<i>Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).</i>

### TRAFFIC ENFORCEMENT & CITATIONS

<b>HAZARDOUS CITATIONS</b>	<b>9</b>	<i>Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)</i>
<b>NON-HAZARDOUS CITATIONS</b>	<b>25</b>	<i>Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)</i>
<b>DRUNK DRIVING CITATIONS</b>		<i>This is an activity that we specifically monitor that would normally be considered a hazardous citation.</i>
<b>PARKING CITATIONS</b>	<b>2</b>	<i>Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.</i>
<b>VERBAL WARNINGS</b>	<b>16</b>	<i>Traffic enforcement where no citation was issued but warnings were given.</i>
<b>TOTAL TRAFFIC CITATIONS/WARNINGS</b>	<b>52</b>	

### COMPLAINTS

<b>ORIGINAL DISPATCH COMPLAINTS</b>	<b>239</b>	<i>Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.</i>
<b>PATROL INITIATED COMPLAINTS</b>	<b>20</b>	<i>Complaints observed by the officer while on patrol or came to their attention by personal observation.</i>
<b>TOTAL COMPLAINTS</b>	<b>259</b>	

### OTHER ACTIVITIES

<b>MOTORISTS ASSISTS</b>	<b>1</b>	<i>Motorist contacts caused by mechanical breakdown or similar problem.</i>
<b>PROPERTY INSPECTIONS</b>	<b>0</b>	<i>Checks of homes or business specifically requested by a home or business owner.</i>
<b>MOTOR VEHICLE ACCIDENTS</b>	<b>6</b>	<i>Total motor vehicle accidents both on public roads or private property.</i>
<b>COMMERCIAL BUILDING SECURITY CHECK</b>	<b>1,209</b>	<i>Nightly security inspections of business' conducted by officers to assure windows and doors are locked.</i>
<b>FOUND UNSECURED</b>	<b>0</b>	<i>The number of business' found unlocked or unsecured.</i>
<b>FOOT PATROL</b>	<b>28 Hrs</b>	

# Classification of Crimes Reported

File Class	CRIMES AGAINST PERSON	October	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	2	7
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	8	62
<b>PROPERTY CRIMES</b>			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	0	10
2300	Larceny	3	43
2400	Motor Vehicle Theft	0	2
2500	Forgery/Counterfeiting	0	0
2600	Fraudulent Activities	1	21
2700	Embezzlement	0	1
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	2	13
3500	Violation of Controlled Substances Act	4	22
<b>MORALS/DECENCY CRIMES</b>			
3600	Sex Offenses (Other than Sexual Assault)	0	1
3700	Obscenity	1	1
3800	Family Offenses	0	7
4100	Liquor Violations	0	1
<b>PUBLIC ORDER CRIMES</b>			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	2
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	0	2
5000	Obstructing Justice	4	29
5200	Weapons Offenses	1	4
5300	Public Peace	10	89
5400	Traffic Investigations - Any Criminal Traffic Complaints	5	47
5500	Health and Safety	2	21
5600	Civil Rights	0	0
5700	Invasion of Privacy	3	20
6200	Conservation Law Violation	0	0
7300	Miscellaneous Criminal Offense	0	0
<b>GENERAL NON-CRIMINAL</b>			
9100	Juvenile/Minor/School Complaints	0	0
9200	Civil Custody	0	0
9300	Traffic Non-Criminal ( Reports Only - Does not include Citations Issued)	11	180
9400	False Alarm Activation	1	23
9500	Fires (Other than Arson)	2	26
9700	Accidents, All Other	0	0
9800	Inspections, Unfounded FIRS	48	357
9900	General Assistance (All Except Other Police Agencies)	72	628
9911 & 9912	General Assistance (Other Police Agencies)	54	476
FIRS	Medical First Responder	0	0



# October Reports for Plainwell Department of Public Safety

## PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION

The Plainwell Department of Public Safety was dispatched to 54 calls for assistance outside the city limits of Plainwell by Allegan County Central Dispatch.

These calls were classified as priority 1 assists.

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## Fire Suppression/Call Out Incident Report

Date	Dispatch Time	Arrival Time	Location	Incident Type	Actions taken	Apparatus	PSO	POC
10/17/19	2221	2223	691 W. Bridge Street	Gas odor	Investigate, shut down	E-11	3	4

\*\*\*\*\*

## Calls for Service at Plainwell Schools

Plainwell High School: 11  
684 Starr Road

Gilkey School: 4  
707 S. Woodhams Street

Plainwell Middle School: 3  
720 Brigham Street

Starr Elementary: 4  
601 school Drive

Early Childhood Development: 0  
307 E. Plainwell Street

Renaissance School: 2  
422 Acorn Street

Admin, Maintenance & Bus Garage: 0  
600 School Drive

11/21/2019

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL  
EXP CHECK RUN DATES 11/25/2019 - 11/25/2019  
BOTH JOURNALIZED AND UNJOURNALIZED  
OPEN

Vendor Code	Vendor Name	Description	Amount
000010	RIDDERMAN & SONS OIL CO INC		
	130011	DPW GASOLINE 11/04/19	346.65
	130167	DPW DIESEL FUEL 11/11/2019	1,096.43
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			1,443.08
000034	VERIZON		
	9841827327	UTILITY MACHINE CELL SERVICE 10/11/19 -11/10/19	45.24
TOTAL FOR: VERIZON			45.24
000035	APPLIED IMAGING		
	1444794	DPW/WR COPIER CHARGES TO 11/15/19	54.37
	1444795	CITY HALL COPIER CHARGES TO 11/12/19	166.18
TOTAL FOR: APPLIED IMAGING			220.55
000044	ALL-PHASE ELECTRIC		
	3505-641639	MAIN BUILDING LIGHTS	207.36
TOTAL FOR: ALL-PHASE ELECTRIC			207.36
000087	BILL G BOMAR		
	2019-11	19/20 SHOE ALLOWANCE	139.99
TOTAL FOR: BILL G BOMAR			139.99
000134	HAROLD ZIEGLER FORD		
	294372	CAR #5 OIL CHANGE	43.57
	294375	CAR #1 OIL CHANGE	43.57
	295767	CAR #5 TIE ROD, CONTROL ARMS, WHEEL ALIGNMENT	1,024.26
TOTAL FOR: HAROLD ZIEGLER FORD			1,111.40
000153	FLEIS & VANDENBRINK INC		
	54148	SERVICES THROUGH 11/01/19 - JOINT SEWER COMMITT	2,035.27
TOTAL FOR: FLEIS & VANDENBRINK INC			2,035.27
000157	DAVID RANTZ		
	2019.11	19/20 SHOE ALLOWANCE	139.99
TOTAL FOR: DAVID RANTZ			139.99
000189	BRYAN POND		
	2019-11	19/20 CLOTHING ALLOWANCE - EMBROIDERY	93.28
TOTAL FOR: BRYAN POND			93.28
000243	JIFFY PRINT		
	21283	DOOR TAGS - WATER	84.50
TOTAL FOR: JIFFY PRINT			84.50



000282	OUDBIER INSTRUMENT CO INC		
	9335	REPLACE ALARM PANEL - DIGESTER ROOM GAS ALARMS	4,679.50
TOTAL FOR: OUDBIER INSTRUMENT CO INC			4,679.50
-----			
000356	LOCK MASTER SECURITY LLC		
	9653	REPLACE WIRELESS BRIDGE FOR CTS - CH DROP BOX	156.25
	9654	DPS - INSTALL LOCKS	99.75
	9696	REPROGRAM CAMERA AT CH	50.00
TOTAL FOR: LOCK MASTER SECURITY LLC			306.00
-----			
000461	BOB'S HARDWARE		
	64497	GLOVES (4)	38.96
TOTAL FOR: BOB'S HARDWARE			38.96
-----			
000500	TRUCK & TRAILER SPECIALTIES, INC.		
	DSO005051	#15 SALT TRUCK PARTS	75.89
TOTAL FOR: TRUCK & TRAILER SPECIALTIES, INC.			75.89
-----			
000609	MIDWAY CHEVROLET		
	120779	HOSES FOR #15 SALTER	450.09
	120790	TRUCK #15 - FITTINGS	57.76
TOTAL FOR: MIDWAY CHEVROLET			507.85
-----			
000682	MAIN-TECH SERVICES INC		
	91108	GRIT CHAMBER REPAIR & CUSHMAN PUMP #2	844.00
TOTAL FOR: MAIN-TECH SERVICES INC			844.00
-----			
000744	OVERHEAD DOOR CO INC		
	INVOHD000163772	EMERGENCY REPAIR - DOOR OFF TRACK	415.00
TOTAL FOR: OVERHEAD DOOR CO INC			415.00
-----			
000984	EVOQUA WATER TECHNOLOGIES LLC (SIEM		
	904222090	OCTOBER 2019 ODOR CONTROL RECURRING	300.00
TOTAL FOR: EVOQUA WATER TECHNOLOGIES LLC (SIEM			300.00
-----			
001041	TELE-RAD INC		
	895193	E LUTHY - UNIFORM	169.98
TOTAL FOR: TELE-RAD INC			169.98
-----			
001043	BS&A SOFTWARE		
	126466	SERVICE/SUPPORT 11/01/19 - 11/01/20	3,900.00
TOTAL FOR: BS&A SOFTWARE			3,900.00
-----			
001081	MIKE BRUCE		
	2019.11SHOE	18/19 & 19/20 ALLOWANCE - DUTY GEAR	310.75
TOTAL FOR: MIKE BRUCE			310.75
-----			
001415	DAN'S TREE SERVICE		
	002126	REMOVAL, DISPOSAL, REPLANT TREES - WR	4,500.00
TOTAL FOR: DAN'S TREE SERVICE			4,500.00
-----			
001536	WASHWELL-STADIUM DRIVE GROUP-SOAP		

	2472	OCTOBER 2019 DRY CLEANING DPS	54.00
TOTAL FOR: WASHWELL-STADIUM DRIVE GROUP-SOAP			54.00
001610	DALE W. HUBBARD, INC (CLEAN EARTH)		
	126263	LIFT STATION CLEANING & DISPOSAL	2,352.48
TOTAL FOR: DALE W. HUBBARD, INC (CLEAN EARTH)			2,352.48
002018	CDW-G		
	VSR8126	DESKTOP COMPUTER UB/DEPUTY CLERK	904.35
TOTAL FOR: CDW-G			904.35
002093	ENVIRONMENTAL RESOURCES MGT. INC		
	138145	LAB - WET TESTING	700.00
TOTAL FOR: ENVIRONMENTAL RESOURCES MGT. INC			700.00
002164	R W MERCER CO.		
	150672	AIRPORT TESTING & INSPECTIONS	495.00
TOTAL FOR: R W MERCER CO.			495.00
002219	CLARK TECHNICAL SERVICES		
	338	INSTALL/CONFIGURE PC - DPS	350.00
	338.1	CITY WIDE IT SERVICES OCTOBER 2019	1,292.50
TOTAL FOR: CLARK TECHNICAL SERVICES			1,642.50
002301	JOYFUL CLEANING - LINDA TUBBS		
	1112	OCTOBER 2019 CLEANING SERVICES	964.00
TOTAL FOR: JOYFUL CLEANING - LINDA TUBBS			964.00
002323	BELLE TIRE		
	34151730	SEASONAL CHANGEOVER VEHICLE #1	58.00
	34158515	SEASONAL CHANGEOVER VEHICLE #5	58.00
TOTAL FOR: BELLE TIRE			116.00
002331	FIVE ALARM FIRE & SAFETY EQUIP INC		
	191371-1	ANNUAL SCBA PACKS & FACE PIECE FLOW TEST	1,998.15
TOTAL FOR: FIVE ALARM FIRE & SAFETY EQUIP INC			1,998.15
002361	CLARK HILL PLC ATTORNEYS AT LAW		
	930641	ATTORNEY FEES OCTOBER 2019	55.00
TOTAL FOR: CLARK HILL PLC ATTORNEYS AT LAW			55.00
002371	RENEWED EARTH INC		
	27855	YARD WASTE CONTRACT NOVEMBER 2019	1,250.00
TOTAL FOR: RENEWED EARTH INC			1,250.00
002562	CITY OF ALLEGAN		
	000008091	WATER TESTING JULY - SEPTEMBER 2019	558.00
TOTAL FOR: CITY OF ALLEGAN			558.00
002650	FUEL MANAGEMENT SYSTEM/PACIFIC PRID		
	71045	DPS & FIRE FUEL 11/01/19 -11/15/19	495.67
TOTAL FOR: FUEL MANAGEMENT SYSTEM/PACIFIC PRID			495.67

002673	STATE OF MICHIGAN MDOT		
	SHERWOOD04	SHERWOOD CONSTRUCTION PROJECT	151,506.86
TOTAL FOR: STATE OF MICHIGAN MDOT			151,506.86
-----			
003019	PROFESSIONAL PUMP INC		
	5098550	WELL # 4 & 7 - REPAIR PARTS	319.42
TOTAL FOR: PROFESSIONAL PUMP INC			319.42
-----			
003084	QUALITY AIR SERVICE INC		
	QAS20192075	WR LAB - FUME HOOD CERT	245.00
TOTAL FOR: QUALITY AIR SERVICE INC			245.00
-----			
004168	SBF ENTERPRISES		
	0132898	#10 STANDARD WINDOW ENVELOPE	254.50
TOTAL FOR: SBF ENTERPRISES			254.50
-----			
004221	R.W.LAPINE INC MECHANICAL CONTRACTO		
	18061	FALL 2019 PM - HVAC DPW	258.23
TOTAL FOR: R.W.LAPINE INC MECHANICAL CONTRACTO			258.23
-----			
004241	GHD SERVICES INC		
	1031635	MILL DEMO PHASE III	10,879.75
TOTAL FOR: GHD SERVICES INC			10,879.75
-----			
004830	RICHMOND, MICHAEL J		
	2019.12	ASSESSING SERVICES 12/01/19 - 12/31/2019	1,500.00
TOTAL FOR: RICHMOND, MICHAEL J			1,500.00
-----			
004837	MUNICIPAL WEB SERVICES		
	53622	OCTOBER 2019 WEBSITE CMS HOSTING	200.00
TOTAL FOR: MUNICIPAL WEB SERVICES			200.00
-----			
004855	PLAINWELL ACE HARDWARE		
	3945	DRILL BITS	23.98
	3950	STREET LIGHTS	14.99
	3951	TARP - ELECTION SUPPLY	3.98
	3963	HEATER FOR WELL 7 CHLORINE ROOM	44.99
	3972	MISC. FASTENERS #61	0.46
	3986	FLOOR CLEANER & COFFEE FILTERS	14.78
	3990	HEATER FOR SHERWOOD BATHROOM	54.99
	3993	HEATER - SHERWOOD RESTROOM	90.12
	3996	HEATER - SHERWOOD BATHROOM	1.96
	3999	SHERWOOD RESTROOM	41.63
	4001	RETURN - SHERWOOD RESTROOM	(31.98)
	4006	RETURN - SHERWOOD RESTROOM	(10.00)
	4009	ANTIFREEZE - SHERWOOD RESTROOM	3.00
	4015	WELLHOUSE #7 HEATER	33.96
TOTAL FOR: PLAINWELL ACE HARDWARE			286.86
-----			
004899	KEYZER TRUCKING		
	1060	HAULING LEAVES	567.00

	1062	HAULING LEAVINGS 11/13/19	567.00
	1063	HAULING LEAVES 11/15/2019	607.50
TOTAL FOR: KEYZER TRUCKING			<u>1,741.50</u>
-----			
004902	BLOOM SLUGGETT PC		
	19706	OCTOBER 2019 ATTORNEY SERVICES	1,500.00
TOTAL FOR: BLOOM SLUGGETT PC			<u>1,500.00</u>
-----			
005015	CHECKALT		
	151928	E-LOCKBOX FEES FOR OCTOBER 2019	116.25
TOTAL FOR: CHECKALT			<u>116.25</u>
-----			
005020	GOOD NEWS PAPER		
	2019.11	NOVEMBER 2019 FABULOUS FINDS AD	70.00
TOTAL FOR: GOOD NEWS PAPER			<u>70.00</u>
-----			
TOTAL - ALL VENDORS			202,032.11

**INVOICE AUTHORIZATION**

**Person Compiling Report**

**Brian Kelley, City Clerk/Treasurer**

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.

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:

**Amanda Kersten**

Digitally signed by Amanda Kersten  
DN: cn=Amanda Kersten, o=City of Plainwell, ou=City Hall, email=akersten@plainwell.org, c=US  
Date: 2019.11.21 09:30:44 -05'00'

Insert Signature:

**Brian Kelley**

Digitally signed by Brian Kelley  
Date: 2019.11.22 13:11:20 -05'00'

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

**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.

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

Insert Signature:

**Bryan Pond**

Digitally signed by Bryan Pond  
Date: 2019.11.21 12:45:04 -05'00'

Insert Signature:

**Bill Bomar**

Digitally signed by Bill Bomar  
Date: 2019.11.21 16:41:20 -05'00'

**Bob Nieuwenhuis, Public Works Supt.**

**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.

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

Insert Signature:

**Robert Nieuwenhuis**

Digitally signed by Robert Nieuwenhuis  
Date: 2019.11.21 13:00:11 -05'00'

Insert Signature:

**Erik Wilson**

Digitally signed by Erik Wilson  
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Erik Wilson, email=ewilson@plainwell.org  
Date: 2019.11.22 09:22:02 -05'00'

11/21/2019

CHECK REGISTER FOR CITY OF PLAINWELL  
CHECK DATE FROM 11/13/2019 - 11/22/2019

Check Date	Bank	Check	Vendor Name	Description	Amount
<b>Bank CBGEN Chemical Bank - General AP Account</b>					
<b>Check Type: ACH Transaction - Property Tax Distributions</b>					
11/15/2019	CBGEN	1650(A)	ALLEGAN COUNTY TREASURER	2019 SUMMER TAX/INT COLLECTIONS W/E 11/0	562.42
11/15/2019	CBGEN	1651(A)	RANSOM DISTRICT LIBRARY	2019 SUMMER TAX/INT COLLECTIONS W/E 11/0	80.41
11/22/2019	CBGEN	1654(A)	ALLEGAN COUNTY TREASURER	2019 SUMMER TAX/INT COLLECTED W/E 11/16/	1,909.91
11/22/2019	CBGEN	1655(A)	RANSOM DISTRICT LIBRARY	2019 SUMMER TAX/INT COLLECTED W/E 11/16/	309.25
Total ACH Transaction:					2,861.99
<b>Check Type: EFT Transfer - Automatic payments</b>					
11/13/2019	CBGEN	1652(E)	SILVERSCRIPT INSURANCE COMPANY	NOVEMBER 2019 RETIREE PRESCRIPTION COVER	30.80
11/13/2019	CBGEN	1653(E)	SILVERSCRIPT INSURANCE COMPANY	NOVEMBER 2019 RETIREE PRESCRIPTION COVER	30.80
11/18/2019	CBGEN	1657(E)	CHEMICAL BANK	OCTOBER 2019 CHEMICAL BANK FEES	159.60
Total EFT Transfer:					221.20
<b>Bank UBAP United Bank - General Checking</b>					
<b>Check Type: EFT Transfer - Automatic payments</b>					
11/14/2019	UBAP	119(E)	UNITED BANK	UTILITY BILLING ACH FILE UPLOAD	7.00
11/21/2019	UBAP	120(E)	CENTURYLINK	LONG DISTANCE OCTOBER 2019	1.48
Total EFT Transfer:					8.48
<b>Check Type: Paper Check - Manual Checks</b>					
11/13/2019	UBAP	15310	CONSUMERS ENERGY	429 JERSEY ST ELECTRIC THROUGH 10/24/19	67.87
11/13/2019	UBAP	15311	SANDY LAMORANDIER	MILEAGE/PARKING MISHRM CONFERENCE	112.00
11/13/2019	UBAP	15312	CHARTER COMMUNICATIONS (SPECTRUM)	CH PHONES/INTERNET/TV THROUGH 12/04/19	543.36
11/13/2019	UBAP	15313	SAUKAS, JULIE	ELECTION - FOOD & SUPPLIES	66.02
Total Paper Check:					789.25

REPORT TOTALS:

Total of 13 Checks:

3,880.92

Less 0 Void Checks:

0.00

Total of 13 Disbursements:

**3,880.92**

## Off Cycle Payment Authorization

**Brian Kelley, City Clerk/Treasurer**

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

Insert Signature:

**Brian Kelley**

Digitally signed by Brian Kelley  
Date: 2019.11.21 18:48:07 -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: 2019.11.22 09:07:58 -05'00'

# ALLEGAN COUNTY

## OPEN HOUSE MEETING



Updated Preliminary Flood Insurance Rate Maps are being released for Allegan County. Stop by any time between 5 p.m. and 7 p.m. to view the maps, learn about your risk of flooding, and how your property may be impacted.

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**DECEMBER 5, 2019**

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5:00 p.m. to 7:00 p.m.

Allegan District Library  
Carnegie Room  
331 Hubbard Street  
Allegan, Michigan 49010



**FEMA**



November 5, 2019

# Press Release

## **Allegan County Residents Invited to Attend Coastal Flood Map Open House**

*Members of the public can review new preliminary floodplain maps for the Lake Michigan shoreline and talk to experts about how the maps can impact communities and property owners*

ALLEGAN, Mich. – Representatives from the Federal Emergency Management Agency (FEMA) will host a Flood Map Information Open House on Dec. 5 for Lake Michigan shoreline communities of Allegan County. The open house will provide residents with an opportunity to review a recently completed preliminary Flood Insurance Study (FIS) and its accompanying preliminary Flood Insurance Rate Maps (FIRMs).

The FIS and the FIRMs provide base flood (also known as the 1-percent-annual-chance event) information, designate areas that are subject to significant flood hazards within the shoreline areas of the county and offer information that public officials may use when permitting development in the floodplain.

Representatives from various local, state, and federal agencies will provide the most current information about flood risk, flood insurance, floodplain development regulations, and the process for floodplain mapping within Allegan County. The newly prepared preliminary floodplain maps will be on display. Once the maps become effective, they will be used as the basis for flood insurance ratings as well as local flood protection regulations adopted under the National Flood Insurance Program. FEMA also intends that they be used as tools to assist planning processes and outreach efforts to quickly respond to and recover from future events. Details for the Allegan County meeting are as follow:

WHAT: Allegan County – Public Open House meeting  
WHEN: Thursday, December 5, 2019, from 5:00-7:00 p.m.  
WHERE: Allegan District Library  
Carnegie Room  
331 Hubbard Street  
Allegan, Michigan 49010

Property owners, Realtors, lenders, and insurance agents are urged to attend and take advantage of this opportunity to learn more about coastal flood risk and hazard mitigation within their community. Digital files of the Preliminary FIRMs and FIS report can be downloaded at

[www.fema.gov/preliminaryfloodhazarddata](http://www.fema.gov/preliminaryfloodhazarddata). For more information, contact the FEMA News Desk at [FEMA-R5-News-Desk@fema.dhs.gov](mailto:FEMA-R5-News-Desk@fema.dhs.gov).

###

## **Reports & Communications:**

### **A. Resolution 19-21 – Endorsement for Lower Kalamazoo River Greenway Plan**

The Outdoor Discovery Center was commissioned in 2018 to develop a master plan for a gateway to connect Allegan County communities with a greenway corridor addressing environmental restoration, recreation, conservation and education. The Center has conducted planning meetings with over 300 people to identify types of projects along the river corridor. The Center requests the city's endorsement of the Lower Kalamazoo River Greenway Plan that will be used as an advisory document guiding public officials on a comprehensive plan given financial feasibility of any proposed projects.

**Recommended action:** Consider adopting Resolution 19-21 endorsing a plan outlined in the Lower Kalamazoo River Greenway Plan.

### **B. Resolution 19-22 – Modification to the City's Sick Leave Policy**

In March 2019, the Michigan Paid Medical Leave Act became effective to require employers to provide certain full-time and certain part-time employees sick leave. The city's Employee Handbook has provisions for sick-time accumulation that have been updated to accommodate these state law changes.

**Recommended action:** Consider adopting Resolution 19-22 to modify the city's sick leave policy.

### **C. Emergency Repair to City Hall Boiler**

The boiler system that provides heat to the GHD and City Hall buildings at the Mill malfunctioned on or before Monday November 11, 2019. The heat exchange system is being replaced and it is anticipated that the city's share of the cost will be approximately \$9,941.00.

**Recommended action:** Consider approving boiler repairs for the City Hall Heating System at an approximate cost of \$9,941.00.

### **D. Architectural Contract – Mill Demolition Grant Application**

Council will consider approving an architectural contract from HopkinsBurns in the amount of \$49,500. This work needs to be completed in order for the City to obtain a demolition bid.

**Recommended action:** Consider approving contract to continue grant process.

### **E. Structural Engineering Contract – Mill Demolition Grant Application**

Council will consider approving a structural engineering contract from Robert Darvas Associates in the amount of \$29,500. This work needs to be completed in order for the City to obtain a demolition bid.

**Recommended action:** Consider approving contract to continue grant process.

## **Reminder of Upcoming Meetings**

- December 12, 2019 – Allegan County Board of Commissioners – 1:00pm
- December 10, 2019 – Plainwell DDA/BRA/TIFA Board – 7:30am
- December 4, 2019 – Plainwell Planning Commission – 7:00pm
- December 9, 2019 – Plainwell City Council – 7:00pm

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

- Invitation to Allegan County Flood Map Open House – Allegan District Library – December 5, 2019 5pm