

# 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”

---

## AGENDA

### Plainwell City Council

### Monday, November 11, 2019

### 7:00PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary – 10/28/2019 Regular Meeting**
6. **General Public Comments**
7. **County Commissioner Report**
8. **Presentation – 2019 Scarecrow Contest Winners**
9. **Agenda Amendments**
10. **Mayor's Report**
11. **Recommendations and Reports:**
  - A. **Ordinance 385 – Amend Section 53-128 to Modify Site Plan Requirements**

Council will consider approving an Ordinance modifying the city’s site plan approval requirements.
  - B. **DPW – Sherwood Avenue Project Engineering Change Order**

Council will consider approving a change order for construction engineering for the Sherwood Avenue Project with Fleis & Vandenbrink in the amount of \$21,900.00.
12. **Communications:** The October 2019 Investment and Fund Balance Reports and the Draft Planning Commission Meeting Minutes from November 6, 2019
13. **Accounts Payable - \$91,712.81**
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  
*The City of Plainwell is an equal opportunity provider and employer*

**MINUTES**  
**Plainwell City Council**  
**October 28, 2019**

1. Mayor Keeler called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Scott Fenner 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 Keeney, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 10/14/2019 regular meeting. On voice vote, all voted in favor. Motion passed.**
6. Public Comments:  
David O'Bryant from 902 106<sup>th</sup> Ave. spoke to Council asking them to make permanent the marihuana opt-out.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report:  
Mayor Keeler reminded everyone that the Mill was 18% of the city's tax base when closed and that Council has not raised taxes, nor substantially cut services, to offset that revenue loss. He also welcomed Island City Coffee.
10. Recommendations and Reports:
  - A. City Manager Wilson reported that the Planning Commission had a public hearing on October 16, 2019 to discuss options for marihuana ordinances. Several members of the area community spoke, mostly in opposition to the city "opting-in" to allow recreational marihuana establishments in Plainwell. After public and commissioner comments, the Planning Commission recommends the city continue to opt out of marihuana establishments in the city. The City Attorney opined that the city could repeal Section 57-4 of Ordinance 381 which asked the Planning Commission to come up with an ordinance if the city chose to opt in, as an action item to effectively opt out. There was much discussion that the action before Council applied to recreational marihuana establishments and was silent to medical marihuana, for which the city would have to affirmatively opt-in.  
**A motion by Keeney, seconded by Steele, to approve Ordinance 384 continuing the city's opt-out for recreational marihuana until November 1, 2020. On a voice vote, all in favor. Motion passed.**
  - B. On behalf of Director Bomar, City Manager Wilson presented a report outlining an emergency repair to fire apparatus Truck E-11, which caused that unit to be out of service. The repair company, B&B Fire Service was able to repair the vehicle on-site and return it to service. The repair was authorized under the emergency provisions of the Purchasing Ordinance and, as such, requires Council confirmation.

**A motion by Steele, seconded by Overhuel, to confirm emergency repairs to the brake system for Truck E-11 from B&B Fire Service at a cost of \$5,598.17. On a roll-call vote, all in favor. Motion passed.**

- C.** City Manager Wilson reported structural repairs needed in Mill Building #2 related to beam support of the roof. The repairs are still being scoped and priced, but are needed before any heavy snow load. The city believes the cost should not exceed \$12,540.00 and anticipates the cost could be included in the grant being applied for through the Michigan Economic Development Corporation.

**A motion by Overhuel, seconded by Steele, to approve a project to repair trusses in Mill Building 2 in an amount not to exceed \$12,540.00 and to amend the budget accordingly. On a roll-call vote, all in favor. Motion passed.**

- D.** City Manager Wilson reminded Council that Well 5 was taken out of service in April 2018 as a result of state testing having shown trace levels of chemicals, well below state thresholds. Since this well was used only for backup and has not caused any water-flow challenges since being taken offline, the city recommends abandonment and decommissioning this well. Peerless Midwest has offered a quote of \$10,000.00, with other bids being sought.

**A motion by Wisnaski, seconded by Overhuel, to approve a project to decommission Well 5 at an anticipated cost not to exceed \$10,000.00. On a roll-call vote, all in favor. Motion passed.**

11. Communications:

- A.** **A motion by Steele, seconded by Overhuel, to accept and place on file the September 2019 Public Safety and Water Renewal Reports and the draft Planning Commission Meeting Minutes from 10/16/2019. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

**A motion by Keeney, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$215,691.13 for payment of same. On a roll call vote, all in favor. Motion passed.**

13. Public Comments: None

14. Staff Comments:

Superintendent Nieuwenhuis reported that the city has received approval for grant funding for repairs to the West Bridge Street bridge in the amount of \$262,510 and to the North Main bridge in the amount of \$295,900, with a 5% city match plus engineering. The work will update the façade of the bridges, as both are structurally sound. The work should be done during the 2022 construction season, but there is a possibility of the work being done in 2021. He also report that the final walk-through for the Sherwood Avenue project noted several items to be corrected by the contractor, mostly related to curb and storm drain work.

Community Development Manager Siegel gave a recap on recent weekend events and a report on upcoming events. She also identified a November 6 Public Hearing at the Planning Commission to discuss changes to the approval process for certain site plans.

Superintendent Pond reported the state having sampled effluent for PFCs. Two compounds were found to have extremely low levels of ng/l. These compounds are not regulated and, therefore, have no regulated limits. The findings appear immaterial given the 30 compounds tested.

Clerk Kelley reminded Council and the public that Election Day is November 5, 2019 and that polls will be open in City Hall Council Chambers from 7am until 8pm.

City Manager Wilson updated the Council on the grant application for the mill demolition given SHPO requests.

15. Council Comments:

Mayor Pro Tem Steele asked that more gravel be placed on South Sherwood during construction.

Council Member Wisnaski reported a great turnout for Pumpkins in the Park.

16. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:57 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 11, 2019

---

Brian Kelley, City Clerk

**SUMMARY**  
**Plainwell City Council**  
**October 28, 2019**

1. Mayor Keeler called the regular meeting to order at 7:00 PM in Council Chambers at City Hall.
2. Scott Fenner 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 10/14/2019 regular meeting.
6. Approved Ordinance 384 extending the city's recreational marihuana opt-out.
7. Confirmed emergency repairs to Fire Truck E-11 with B&B Fire service for \$5,598.17.
8. Approved a project to repair trusses in Mill Building 2 in an amount not to exceed \$12,540.00 and to amend the budget accordingly.
9. Approved a project to decommission Well 5 at a cost not to exceed \$10,000.00
10. Accepted and placed on file the September 2019 Public Safety and Water Renewal Reports and the draft Planning Commission meeting minutes from October 1, 2019.
11. Approved Accounts Payable for \$215,691.13.
12. Adjourned the meeting at 7:57 pm.

Submitted by,  
Brian Kelley  
City Clerk/Treasurer

## Brian Kelley

---

**From:** Denise Siegel  
**Sent:** Wednesday, November 6, 2019 11:44 AM  
**To:** Brian Kelley  
**Subject:** Council Agenda  
**Attachments:** Hart's cropped.jpg; Jaqua.jpg

Scarecrow Contest 2019  
People's Choice award – Jaqua Realtors  
Best in Show – Hart's Jewelry.

*Denise Siegel*  
*Community Development Manager*  
*City of Plainwell*  
*269-685-6821*



[Plainwell.org](http://Plainwell.org)

“The City of Plainwell is an equal opportunity provider and employer”







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

Councilmember \_\_\_\_\_ moved, supported by Councilmember \_\_\_\_\_, the adoption of the following ordinance:

**ORDINANCE NO. 385**

**AN ORDINANCE TO AMEND SECTION 53-128 OF THE CITY OF PLAINWELL ZONING ORDINANCE TO MODIFY SITE PLAN REQUIREMENTS**

THE CITY OF PLAINWELL ORDAINS:

Section 1. Amendment. Section 53-128 of the Zoning Ordinance of the City of Plainwell is hereby amended by the amendment of Section 53-128 (text with a strikethrough are to be repealed and removed from the ordinance) to read as follows:

Sec. 53-128. SITE PLAN REVIEW.

Before issuance of a building permit for permitted uses and special approval uses in the R-2, RMH, C-1, C-2, CBD, CS, M-1 and M-2 Districts and for special approval uses in the R-1A, R-1B and R-1C Districts, a site plan shall be provided. A site plan is also required when a petitioner seeks a variance to this chapter, the procedure for which is outlined in Article XX. In all cases, pertinent information is requested on a site plan so that proper decisions can be made as to the project's ability to meet the standards of this chapter and the objectives of the city's Comprehensive Planning Program.

A. Site plans shall be reviewed and approved in accordance with the following process.

1. A site plan ~~must be approved for a special land use shall be subject to review and approval~~ by the City Council after ~~having received~~ receiving a recommendation from the City Planning Commission. ~~The City Manager shall also submit a copy of the site plan to the Department of Public Safety, Department of Public Works, City Engineer or any other department or body for review and comment, if in the Administrator's opinion, expertise from appropriate department or body is warranted return.~~ in accordance with the provisions of this section. A site plan for a use permitted by right shall be approved administratively by the City Manager or designee or by the Planning Commission, consistent with the regulation and standards set forth in this section.

2. ~~Ten~~ Two hard copies of the site plan, plus 1 electronic copy, including all items required to be incorporated in a site plan shall be submitted to the City Manager's office 14 days before a regularly scheduled Planning Commission meeting. The City Manager shall then transmit copies of the site plan to the Planning Commission and to other departments and/or bodies as considered appropriate by the City Manager for review and comment. Departments or bodies receiving a site plan for review shall forward written comments to the City Manager within the ten days of receipt of the plan, in order that the ~~Planning Commission~~ reviewing body may review the comments before its regularly scheduled meeting. ~~The~~ As applicable, the Planning Commission shall forward its recommendation to the City Council within 30 days of its receipt of the site plan. The City Council shall receive the recommendation from the Planning Commission, departments and other bodies, at its next regularly scheduled meeting and shall take action within 45 days of having received the site plan.

3. An approved site plan shall regulate the development on the site unless modified in the same manner as the plans were originally approved; provided, however, that, incidental or minor variations of the approved site plan shall not invalidate prior site plan approval; provided that, the variations have first been revised and written approval received for the variations from the Building Inspector and City Manager.

4. The building permit may be revoked by either the Building Inspector or the City Manager in any case where the conditions of the permit have not been or are not being complied with. The building permit shall not be reinstated until the permittee complies with the conditions of the original permit or ~~until the City Council has reviewed and rescinded the revocation issued by the Building Inspector or City Manager.~~ as otherside provided by law Upon receiving notice of revocation of the building permit, the permittee shall be entitled to a hearing before the City Council at the next regularly scheduled Council meeting at which time the City Council shall review the basis of the revocation and either affirm or rescind the action of the Building Inspector or City Manager.

B. The following information shall accompany all plans submitted for review:

1. A legal description of the property under consideration;
2. A map indicating the gross land area of the development, the present

zoning classification thereof and the zoning classification and land use of the area surrounding the proposed development, including the location of structures and other improvements; and

3. The names and addresses of the architect, planner, designer or engineer responsible for the preparation of the site plan.

C. The following information shall be included on the site plan:

1. A scale of not less than one inch equals 40 feet, if the subject property is less than three acres and one inch equals 100 feet, if it is three acres or more;

2. Date, north point and scale;

3. The dimensions of all lot and property lines, showing the relationship of the subject property to abutting properties;

4. The siting of all structures on the subject property and abutting properties;

5. The location of each proposed structure in the development area, the use or uses to be contained therein, the number of stories, gross building areas, distances between structures and lot lines, setback lines and approximate location of vehicular entrances and loading points;

6. The location of all existing and proposed drives and parking areas with the number of parking and/or loading spaces provided;

7. All pedestrian walks, malls or open areas;

8. Location and height of all walls, fences and screen planting, including a general plan for the landscaping of the development and the method by which landscaping is to be accomplished and be maintained; (Plant materials shall be chosen and installed in accordance with § 53-124.)

9. The location and right-of-way widths of all abutting streets;

10. Types of surfacing such as paving, turfing or gravel to be used at the various locations;

11. A grading plan with topographic elevation of at a minimum of two-foot contours in the area, showing method of storm drainage into the city storm sewer system through catch basins, of addressing the storm drainage on-site through retention or detention ponds;

12. Size and location of proposed sewer and water lines and connections;

13. The number of proposed units for multiple-family developments;

14. Significant environmental features such as wetlands, streams, woodlots, existing trees and vegetation; and

15. Information as may be required by the City Manager, the Planning Commission and City Council to assist in the consideration of the proposed development.

D. In order that building, open space and landscaping will be in harmony with other structures and improvements in the area and to assure that no undesirable health, safety, noise and traffic conditions will result from the development, the ~~Planning Commission~~ reviewing body shall determine whether the site plan meets the following criteria, unless the ~~Planning Commission~~ reviewing body determines that one or more of the criteria are inapplicable:

1. The vehicular transportation system shall provide for circulation throughout the site and for efficient ingress and egress to all parts of the site by fire and safety equipment;

2. Pedestrian walkways shall be provided as deemed necessary by the Planning Commission for separating pedestrian and vehicular traffic;

3. Recreation and open space areas shall be provided in all multiple-family residential developments;

4. The site plan shall comply with the district requirements for minimum floor space, height of building, lot size, yard space, density and all other requirements as set forth in the Zoning Chapter, unless otherwise provided;

5. The requirements for fencing, walks and other protective barriers shall be complied with as provided in this chapter and as deemed appropriate by the Planning Commission;

6. The site plan shall provide for adequate on-site storage space for the proposed uses;

7. Security measures shall be provided as deemed necessary by the Police Chief for resident protection in all multiple-family residential developments;

8. Fire protection measures shall be provided as deemed necessary by the Fire Chief in conformance with all applicable laws of the state for the protection of residents and/or occupants of the structures; and

9. The site plan shall comply with all requirements of the applicable zoning district, unless otherwise provided.

E. The site plan shall be reviewed by the City Planning Commission and other appropriate bodies for recommendations on any conditions or changes that may be attached to the site plan.

~~F. The Planning Commission shall have the function of making recommendations to the City Council on the site plan including modifications and conditions it considers necessary to carry out the purpose of these regulations and other ordinances. The Planning Commission shall have the authority to request opinions and recommendations from other appropriate bodies.~~

~~G. The City Planning Commission~~ F. The reviewing body shall have the ~~function and power~~ authority to request additional professional review from the City Attorney, engineering consultant and/or planning consultant and the permittee shall be responsible for any and all charges incurred there for.

HG. The building permit may be revoked in any case where the conditions of the permit have not been or are not being complied with, in which case the City Council shall give the permittee notice of intention to revoke the permit at least ten days prior to review of the permit by the City Council. After conclusions of the review the City Council may revoke the permit if it feels that a violation in fact exists and has not been remedied prior to the hearing.

IH. Three copies of an approved site plan, with or without changes and/or conditions, shall contain the signatures of the City Manager and the applicant. One copy of the signed plan shall be kept on file in the city, one given to the Building

Inspector and one returned to the applicant.

~~J.~~ 1. Site change. Any structure, use, ~~or~~ field change ~~added subsequent or other amendment~~ to the ~~initial approved final~~ site plan approval must be ~~reviewed and~~ approved by the ~~City Council appropriate reviewing body~~. ~~Incidental and minor variations of the approved site plan with the written approval of the Building Inspector shall not invalidate prior site plan approval.~~

2. Phase construction. Where phases or staged construction is contemplated for the development of a project, the site plan submitted must show the interrelationship of the proposed project to the future stages, including the following:

- a. Relationship and identification of future structures;
- b. Pedestrian and vehicular circulation;
- c. Time schedule for completion of the various phases of the proposed construction; and
- d. Temporary facilities or construction of same as required to facilitate the stated development.

~~K.~~ Administrative short form.

~~1. In order to facilitate the review of minor redevelopment or expansion projects, the City Manager may waive the data submission requirements of this section and accept a site plan with the following information:~~

- ~~a. A legal description of the subject property;~~
- ~~b. A description of the land uses surrounding the project;~~
- ~~c. Date, north point and scale;~~
- ~~d. The dimensions of all lot and property lines;~~
- ~~e. The siting of all structures on the subject property;~~
- ~~f. Significant environmental features such as wetlands, trees and water bodies; and~~

~~g. A description of the proposed project.~~

~~2. A minor redevelopment or expansion project shall be characterized by one or more of the following:~~

~~1. The City Council shall be responsible to review and approve all site plans associated with special land use requests consistent with the provisions of this section.~~

~~2. Except as otherwise provided in this subsection, the Planning Commission shall be responsible to approve all site plan reviews required under this chapter.~~

~~3. To facilitate an expedited review and approval of minor developments as set forth herein, the City Manager or designee shall be responsible to review and approve site plans otherwise required for the following:~~

~~a. An increase or decrease in existing floor space of 510% or less of the approved site plan;~~

~~b. Signage;~~

~~c. Fencing;~~

~~d. Accessory buildings;~~

~~be. Changes in the type of finished surface of walks, roads, drives, parking lots and loading areas, all of which require paving;~~

~~ef. Changes in species of required tree, shrubs and ground covers to be used on the site plan;~~

~~dg. Changes in the height of buildings or structures which increase their height by less than 10%;~~

~~eh. Increasing the length or height of walls, fencing or screening by 10% or less.~~

~~34. This authority shall be used in a discretionary capacity. The City Manager is encouraged to seek or designee is authorized to refer a matter otherwise~~

delegated to the Planning Commission and to solicit the opinion of department heads ~~and/or the Planning Commission should there be~~ with regard to any question regarding the site plan review or of the impact of the proposed construction or alteration of the structure(s) on adjacent properties. The City Manager or designee may further waive the data submission requirements of this section and accept a site plan with the following limited information:

- a. A legal description of the subject property;
- b. A description of the land uses surrounding the project;
- c. Date, north point and scale;
- d. The dimensions of all lot and property lines;
- e. The siting of all structures on the subject property;
- f. Significant environmental features such as wetlands, trees and water bodies, and;
- g. A description of the proposed project.

Section 2. Effective Date of Ordinance. This ordinance shall take effect ten (10) days after publication thereof.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

APPROVED: November 11, 2019.

I certify that this ordinance was adopted at a regular meeting of the Plainwell City Council held on November 11, 2019.

---

Brian Kelley, City Clerk

PC hearing notice published:	October 17, 2019
PC hearing and approval :	November 6, 2019
City Council Introduction/Adoption:	November 11, 2019
Ordinance Published:	November 21, 2019
Effective:	December 1, 2019



# City of Plainwell



"The Island City"

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

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

---

To: Erik Wilson, Brian Kelley  
From: Robert Nieuwenhuis  
Subject: Sherwood street project  
Date: November/ 7 / 2019

This Memo is asking council to approve the payment to Fleis & Vandenbrink Engineering for additional scope and inspection costs on the Sherwood street project.

The project ran over the initial time frame and our engineering firm needed to be present for inspections during this time. The project had a few changes on the water system that took longer than anticipated but improved the overall project. These changes improved the installation work (additional valves were added to the distribution system) and avoided numerous residents being without water and significantly reduced the amount of boil water advisories needing to be issued.

With this change, the overall project was under budget by \$45,000, roughly 5%.

I am asking for approval to pay \$21,900 for an additional three weeks of engineering and inspections which is a requirement from MDOT.

DPW Superintendent  
Robert Nieuwenhuis

[www.plainwell.org](http://www.plainwell.org).

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



October 8, 2019

Mr. Erik Wilson, City Manager  
City of Plainwell  
211 N. Main Street  
Plainwell, MI 49080

**RE: 836390 Proposal for Additional Construction Engineering Services, Sherwood Ave. Improvements - LAP**

Dear Erik:

This letter is the follow up to our email exchange last week about additional Construction Engineering Services for the Sherwood Avenue Improvements Project.

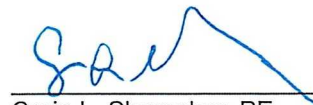
Our Scope of Services included eight weeks of RPR. The Contractor's Progress Schedule submitted at the Pre-Construction meeting estimated nine weeks of construction. As you know, approved Change Orders related to the watermain installation and connection to the existing system, lengthened the project which necessitated additional engineering services. The watermain Change Orders were issued to reduce the number of residents that would be without water, and to reduce the number of boil water advisories during construction. Paving was to be completed by September 11<sup>th</sup> but wasn't actually completed until October 1<sup>st</sup>. Therefore, we are requesting addition fee for Construction Engineering Services to cover RPR, Project Management, and MDOT Office Tech. for those additional three weeks. Attached is our original Scope of Services, Contractor Progress Schedule, and Extension of Contract Time for reference.

Our fee for an additional three (3) weeks of Construction Engineering Services is \$21,900.00.

Sincerely,

FLEIS & VANDENBRINK INC.

  
\_\_\_\_\_  
Jeffrey S. Wingard, PE  
Project Manager

  
\_\_\_\_\_  
Craig L. Shumaker, PE  
Vice President / Principal

**AUTHORIZATION-TO-PROCEED:**

Fleis & VandenBrink is authorized to proceed with the additional Construction Engineering services outlined above, under a letter proposal amendment of our existing Engineering Services Agreement dated April 12, 2018.

\_\_\_\_\_  
Erik Wilson, City Manager  
City of Plainwell

\_\_\_\_\_  
Date

4798 Campus Drive  
Kalamazoo, MI 49008  
P: 269.385.0011  
F: 269.382.6972  
www.fveng.com

# WORK PLAN

## PRELIMINARY DESIGN

1. Prepare a topographic survey for the design of the improvements including the existing roadway and other features within the Sherwood Avenue right of way that impact the design.
2. Request mapping of private utilities in the right of way and evaluate the impact of the project on gas, electric, telephone and cable television facilities.
3. Coordinate soil borings with pavement cores for the project. Based on the scope of work, we are planning on 4 borings with a depth of approximately 15 feet. The soil boring work will be contracted directly with the City and is not included in our budget.
4. Prepare the Program Application for the project, including the environmental review. The level of effort anticipated in the environmental review is limited to clearance letters. If additional environmental work is required (wetland delineation, mitigation, etc.), we will provide a scope and budget for that work.
5. Perform preliminary design and prepare preliminary plans in accordance with MDOT standards for Local Agency projects. We anticipate the plans to consist of the following:
  - a. Title sheet.
  - b. Maintaining Traffic details.
  - c. Typical Notes, Cross Sections and Details
  - d. "Log of Borings" sheets.
  - e. Construction detail sheets.
  - f. Plan sheets.
  - g. Intersection details.
  - h. MDOT special details.
3. Prepare the preliminary construction cost estimate.
4. Prepare special provisions for modified or non-standard work items in accordance with MDOT requirements.
5. Send copies of preliminary plans to utility companies for review and coordination of possible utility relocations required for the project (none are anticipated).
6. Submit the preliminary bid package materials to MDOT and attend the Grade Inspection meeting (GI) with representatives from MDOT, the City and utility companies.
7. Prepare the MDEQ watermain construction permit application for submittal by the City.
8. Prepare the Soil Erosion and Sedimentation Control Permit application for the project for submittal by the City. If applicable, we have assumed any permit fees will be paid for by the City and are not included in the engineering budget.

## FINAL DESIGN

1. Complete final design and prepare final construction drawings and special provisions in accordance MDOT standards. (Incorporate comments from the GI review).
2. Coordinate final utility relocation issues in conjunction with the final plan preparation, if required.
3. Prepare updated estimate of probable construction cost.
4. Submit final drawings, specifications, bid items and cost estimate to MDOT electronically in accordance with current standards.
5. Assist MDOT during bidding.

## CONSTRUCTION PHASE

1. Perform construction staking for the contractor's placement of proposed improvements. Our budget includes two (2) site visits to perform construction staking.
2. Provide project administration and engineering consultation throughout the construction period, including:
  - Schedule and attend preconstruction meeting with the Contractor, MDOT and City staff. Prepare and distribute meeting minutes.
  - Schedule and attend progress meetings with the Contractor and City staff. Prepare and distribute meeting minutes. We have budgeted three (3) progress meetings during construction.
  - Prepare contractor pay estimates and submit to MDOT for payment.
  - Prepare contract modifications, if necessary, and submit recommendation to City and MDOT for authorization.
  - Maintain project files on behalf of the City using "Field Manager" software in accordance with MDOT practice.
  - Prepare and sign MDOT required documents as "Project Engineer"
3. Provide on-site observation during construction. Our budget includes 50 hours per week for 8 weeks for on-site inspection. The inspector's duties shall also include:
  - Provide record keeping of construction activities.
  - Address complaints filed with the City.
  - Provide on-site compaction testing of trench backfill, sand subbase and aggregate base, density testing of HMA paving and on-site testing of concrete.
4. Coordinate off-site materials testing in accordance with MDOT requirements. We propose to have these testing costs billed directly to the City by the testing laboratory.
5. Conduct wage rate interviews on-site, collect and review certified payrolls and report discrepancies in accordance with MDOT requirements.
6. Conduct a final review meeting on-site with the Contractor, MDOT and City Staff to review the completed work. Prepare a final punch list of remaining work items. Provide follow-up inspection to verify that the punch list items have been completed.

7. Prepare record drawing and submit one (1) set. Also, submit record drawings in AutoCAD format.
8. Assist with MDOT audit of project files for project acceptance and closeout.

# PROGRESS SCHEDULE

Information required by MDOT in order to establish a construction schedule.

Distribution: Original - Project Files

FILE 101

CONTROL SECTION STUL 03005	JOB NUMBER 133174A	<input checked="" type="checkbox"/> INITIAL	<input type="checkbox"/> UPDATE
PROPOSAL ITEM NUMBER 0904 096	LETTING DATE 4/5/19		

OUTLINE OF PROPOSED ORDER OF WORK FOR CONTROLLING WORK ITEMS.

CONTROLLING WORK ITEM	ATTACHMENT	DURATION OF CONTROLLING OPERATION	
		START (Date/Work Day)	COMPLETE (Date/Work Day)
<input type="checkbox"/> CALENDAR DAY <input type="checkbox"/> WORK DAY <input checked="" type="checkbox"/> CALENDAR DATE	<input type="checkbox"/> CRITICAL PATH <input type="checkbox"/> BAR CHART <input type="checkbox"/> LINEAR SCHEDULE		
Traffic Control & Detour		7/8/19	7/8/19
Removals		7/9/19	7/14/19
Sanitary Sewer		7/15/19	7/21/19
Watermain		7/22/19	8/4/19
Storm Sewer		8/5/19	8/11/19
Water Services & Tie-Ins		8/12/19	8/18/19
Sanitary Sewer Lining		8/19/19	8/25/19
Grading		8/26/19	8/28/19
Concrete Curb/Drives/Walk		8/29/19	9/2/19
Aggregate Base		9/3/19	9/5/19
HMA Base Course		9/6/19	9/8/19
Adjust Iron		9/9/19	9/10/19
HMA Top Course		9/11/19	9/11/19
Resotation/Perm Signs/Striping		9/12/19	9/13/19

REMARKS

Open to Traffic End of Day 9/13/19

CONTRACT COMPLETION 9/13/19 WORKDAYS	Conformance with progress clause and proposal (Maintain traffic requirements) <input checked="" type="checkbox"/> Yes	
OPEN TO TRAFFIC DATE(S) 9/13/19 WORKDAYS	Overlapping dates? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, If yes, attach justification.	
A + B bid? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, If yes, enter date(s): _____	If A + B bid or rental (lane/bridge/ramp), is schedule in accordance with contract? <input type="checkbox"/> Yes	
Lane/Bridge/Ramp rental <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Incentive/ Disincentive? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	
CONTRACTOR NAME (PRINT) Peters Construction Co.	LOCAL AGENCY Erik Wilson	DATE 07/03/19
CONTRACTOR SIGNATURE Jason Sandusky	MDOT APPROVAL - CONSTRUCTION/PROJECT ENGINEER (Signature) Nathan VanDrunen	DATE 07/03/19

VanDrunen

Digitally signed by Erik Wilson  
DN: cn=Erik Wilson, o=Michigan Department of Transportation, email=erik.wilson@mdot.state.mi.us, c=US

Digitally signed by Nathan VanDrunen  
DN: cn=Nathan VanDrunen, email=n.vandrunen@mdot.state.mi.us, o=Michigan Department of Transportation, c=US



## Investment Activity Report



"The Island City"

### City of Plainwell

Investment Portfolio Detail - Unaudited

at: 10/31/2019

**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  
Date: 2019.11.04 09:57:28 -05'00'

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	\$208,256	Michigan Class	Rich Garay - 734.604.1494	03/28/2016		1.94%	
2 18-Month CD	N/A	\$156,071	Northstar Bank	Julie Smith - 810.329.7104	02/13/2019	08/12/2020	2.45%	286
3 270-Day CD	N/A	\$102,966	Chemical Bank	Aimee Kornowicz - 269.324.7096	02/20/2019	11/17/2019	2.15%	17
4 365-Day CD	N/A	\$104,379	Grand River Bank	Christy Vierzen - 616.259.1322	06/11/2019	04/06/2020	2.75%	158
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15 * Trust Funds in Pool		-\$46,902		Non-City Funds included in MIClass				

Total Investments: \$524,768.88

Average Yield: 2.32%

### Cash Activity for the Month

Cash, beginning of month: \$2,090,785.34

Cash, end of month: \$1,900,562.13

**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: cn=US, st=Michigan, le=Plainwell, o=City of Plainwell, ou=CoP, cn=Erik Wilson, email=ewilson@plainwell.org  
Date: 2019.11.08 11:06:25 -05'00'

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



CITY OF PLAINWELL

**ESTIMATED CASH BALANCE/FUND BALANCE REPORT**

MONTH ENDED: **10/31/2019**

% OF FISCAL YEAR: **33.61%**

FUND	AUDITED FIGURES AS OF MOST RECENT AUDIT *		CURRENT YEAR PERFORMANCE - UNAUDITED ***		ESTIMATED FUND BALANCE (AUDIT FB + ACT REV - ACT EXP)	TOTAL RECONCILED CASH AND INVESTED FUNDS	CURRENT YEAR AMENDED BUDGET EXP	EXPENSE BUDGET USED
	CASH BALANCE	FUND BALANCE	ACTUAL REVENUE YTD - CASH BASIS	ACTUAL EXPENSE YTD - CASH BASIS				
	General	297,971	424,470	1,334,514				
Major Streets	72,892	134,679	59,355	320,827	(126,793)	(74,102)	837,933	38.29%
Local Streets	72,349	38,223	21,085	57,149	2,159	65,966	172,896	33.05%
Solid Waste	30,692	17,613	165,032	50,383	132,262	139,546	189,893	26.53%
Fire Reserve	66,773	71,834	83,630	26,575	128,889	123,601	78,101	34.03%
Airport	24,153	26,993	22,907	25,791	24,108	20,232	52,305	49.31%
Revolving Loan	25,184	61,782	3,529	10,000	55,311	30,643	10,000	100.00%
Capital Improvement	42,343	47,785	83,724	89,115	42,394	54,632	140,097	63.61%
Brownfield BRA	314	26,159	34,959	56,699	4,418	15,543	109,101	51.97%
Tax Increment TIFA	66,056	65,524	75,905	22,276	119,153	123,952	59,830	37.23%
Downtown DDA	12,711	10,247	55,271	18,073	47,445	61,331	54,413	33.21%
Sewer	810,000	792,920	549,681	594,577	748,024	681,755	1,800,908	33.02%
Water	192,725	136,619	201,602	385,632	(47,411)	(37,961)	830,604	46.43%
Equipment	150,797	125,912	86,301	55,321	156,892	177,652	240,398	23.01%
OPEB**	43,685	60,915	7,417	8,226	60,106	63,479	21,127	38.94%
	<u>1,908,645</u>	<u>2,041,675</u>	<u>2,784,912</u>	<u>2,483,823</u>	<u>2,342,763</u>	<u>2,425,331</u>	<u>6,744,660</u>	<u>36.83%</u>

\* - Amounts taken from audited financial statements as of June 30, 2018

\*\* - 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

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:	 <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: 2019.11.08 11:06:44 -05'00'</small>	Insert Signature:	 <small>Digitally signed by Brian Kelley Date: 2019.11.04 09:57:04 -05'00'</small>

CITY OF PLAINWELL  
MINUTES  
Planning Commission  
November 6, 2019

**Public Hearing To consider ordinance to Amend Section 53-128 of the City of Plainwell  
Zoning Ordinance to modify site plan requirements**

1. Call to Order at 7:00 p. m. by Colingsworth
  2. Pledge of Allegiance was given by all present.
  3. Roll Call: Present: Jay Lawson, Rachel Colingsworth, Stephen Bennett,  
Lori Steele, Gary Sausaman, Jim Higgs  
Excused: Diana Lubic
  4. Approval of Minutes – 10/16/19  
**Bennett motioned to approve minutes, as received seconded by Lawson.  
Minutes approved on an all in favor voice vote.**
  5. Chairperson’s Report: None  
  
**A motion was made by Steele to Open the Public Hearing and seconded by  
Bennett at 7:02 p.m.**
  6. New Business/ Public Hearing Opened at 7:02 p.m.  
Review and discussion on amending ordinance section 53-128 to allow:  
A site plan for a use permitted by right shall be approved  
administratively by the City Manager or designee or by the Planning  
Commission, consistent with the regulation and standards set forth in  
this section. The City Council shall be responsible to review and  
approve all site plans associated with special land use requests consistent  
with the provisions of the section. Allow the City Manager or designee to  
approve site plans that do not change the scoop of the property by more  
than 10% or are personal property such as fences, accessory buildings,  
roofs etc. to expedite the site plan review process.  
  
**Motion by Higgs to recommend amending Ordinance section 53-128 as  
written to move forward to City Council for final approval. Seconded by  
Steele. Motion passed with an all in favor vote.**
- Higgs motioned to close the public hearing seconded by Sausaman. Meeting closed  
at 7:16 p.m.**
7. Old Business None
  8. Reports and Communications:  
A 9/23/19, 9/26/19, 10/14/19 Council Minutes reviewed by Commission

9. Public Comments – None

10. Staff Comments: Siegel, Community Development Manager, reported out on the:  
November events: Nov. 15 Ribbon Cutting Ceremony in Sherwood for the restroom at 10 a.m. Ribbon Cutting Ceremony at 114 S. Main St. at 2 p.m. Prevalent Boutique; Ladies Night begins at 4 p.m.  
Nov. 9 – Indoor Market Opens  
Nov. 30 – Shop Small Saturday – City Hall Welcome Center  
RRC – we are 98% completed with our requirements and will now be meeting with the Redevelopment Marketing Team on Friday, Dec. 6 at 10:30 a.m.

11. Commissioner Comments:

Bennett – commented on the school bond passing and commented that this bodes well for Plainwell.

Higgs – Mentioned that all the lights along the river walk behind NAPA, Dance Kraze were out.

12. Adjournment:

Colingsworth adjourned the meeting at 7:27 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

11/07/2019

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

Vendor Code	Vendor Name	Description	Amount
000004	PLAINWELL AUTO SUPPLY INC		
	2019.10	OCTOBER 2019 PARTS/SUPPLIES	489.99
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			489.99
-----			
000007	BATTERIES PLUS BULBS		
	P20593478	DPS BATTERIES	125.86
TOTAL FOR: BATTERIES PLUS BULBS			125.86
-----			
000009	CONSUMERS ENERGY		
	2019.10	ELECTRICITY THROUGH OCTOBER 27 2019	15,622.37
TOTAL FOR: CONSUMERS ENERGY			15,622.37
-----			
000010	RIDDERMAN & SONS OIL CO INC		
	120681	DPW DIESEL & GASOLINE 10/22/19	1,409.22
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			1,409.22
-----			
000011	SHOPPERS GUIDE INC		
	2019.10	OCTOBER 2019 ADVERTISING	171.98
TOTAL FOR: SHOPPERS GUIDE INC			171.98
-----			
000034	VERIZON		
	9840311325	DPW/WR DESK PHONES 9/18/19 - 10/17/19	222.27
	9840767294	CELL PHONE SERVICE 9/24/19 - 10/23/19	752.27
	9840767295	DPS PHONES EOC 9/24/19 -10/23/19	148.89
TOTAL FOR: VERIZON			1,123.43
-----			
000044	ALL-PHASE ELECTRIC		
	3505-638945	LIGHTS - CITY HALL BRIDGE	93.50
	3505-638946	CH BRIDGE LIGHTS	25.50
	3505-638998	CH BRIDGE LIGHTS	170.90
	3505-639097	PELL PARK BATHROOM LIGHTS	229.98
	3505-640069	GAZEBO PELL PARK	5.98
TOTAL FOR: ALL-PHASE ELECTRIC			525.86
-----			
000059	GOIN POSTAL LLC		
	117137	FIRST AID KITS (20)	23.16
TOTAL FOR: GOIN POSTAL LLC			23.16
-----			
000079	ALLEGAN COUNTY NEWS		
	2340	OCTOBER 2019 SUMMARIES/NOTICES	337.26
	2346	ELECTION ACCURACY TEST NOTICE	260.61
	2375	9/23 SUMMARY PUBLISHED OCTOBER 2019	204.40
TOTAL FOR: ALLEGAN COUNTY NEWS			802.27
-----			

000095	ONE WAY PRODUCTS INC		
	719542	BATH TISSUE & TOWELS - DPS	83.65
TOTAL FOR: ONE WAY PRODUCTS INC			83.65
000104	HARDINGS MARKET 380		
	2019.10	POP (5) - DPS	5.25
TOTAL FOR: HARDINGS MARKET 380			5.25
000133	KALAMAZOO VALLEY COMMUNITY COLLEGE		
	S0216436	INTERMED EXCEL CLASS PICKET/KERSTEN	118.00
TOTAL FOR: KALAMAZOO VALLEY COMMUNITY COLLEGE			118.00
000138	AMERICAN OFFICE SOLUTIONS		
	IN216300	DPS COPIER BASE & USAGE 9/22/19 -10/21/19	71.24
TOTAL FOR: AMERICAN OFFICE SOLUTIONS			71.24
000153	FLEIS & VANDENBRINK INC		
	54047	SHERWOOD CONSTRUCTION SERVICES FROM 8/31/19 -9	22,646.88
TOTAL FOR: FLEIS & VANDENBRINK INC			22,646.88
000155	BRAVE INDUST FASTENERS		
	147936	DRILL PARTS #89 BACK HOE	4.28
TOTAL FOR: BRAVE INDUST FASTENERS			4.28
000164	ETNA SUPPLY CO INC		
	S103123554.002	WATER MAIN BREAK CLAMP	224.00
	S103241258.001	WATER METERS (3) AND PARTS	735.00
	S103247450.001	302 MORRELL	71.00
	S103257361.001	STOCK- WATER METERS & PARTS	890.80
	S103298635.001	METERS (3)	405.00
TOTAL FOR: ETNA SUPPLY CO INC			2,325.80
000720	TRANSCENDIA (MARSHALL PLASTICS)		
	1428992	GARBAGE BAGS - DPW/CITY WIDE	948.60
TOTAL FOR: TRANSCENDIA (MARSHALL PLASTICS)			948.60
000941	WEST MICHIGAN CRIMINAL JUSTICE		
	4064	FALL 2019 MCOLES	250.46
TOTAL FOR: WEST MICHIGAN CRIMINAL JUSTICE			250.46
000947	WYOMING ASPHALT & PAVING INC.		
	2019-654	ASPHALT - LOCAL STREET POTHOLE	110.00
TOTAL FOR: WYOMING ASPHALT & PAVING INC.			110.00
001215	FLIER'S		
	123228	WR LAB WATER CARBON TANK	89.00
TOTAL FOR: FLIER'S			89.00
001448	PROFESSIONAL CODE INSPECTIONS		
	6177	OCTOBER 2019 PERMITS	4,203.00
TOTAL FOR: PROFESSIONAL CODE INSPECTIONS			4,203.00

001645	ALEXANDER CHEMICAL CORPORATION		
	SLS10085298	SULF DIOX / CHLORINE DELIVERED 11/04/19	1,585.50
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			1,585.50
-----			
001748	REPUBLIC WASTE SERVICES		
	0249-006544073	DPW/CITY GARBAGE/RECYCLE NOVEMBER 2019	279.00
	0249-006544509	WR GARBAGE SERVICE NOVEMBER 2109	296.00
TOTAL FOR: REPUBLIC WASTE SERVICES			575.00
-----			
001873	SCHANZ TIRE & AUTO SUPPLY INC.		
	148236	TIRES #62	460.00
	148247	TIRE REPAIR #76 MOWER	10.00
TOTAL FOR: SCHANZ TIRE & AUTO SUPPLY INC.			470.00
-----			
002018	CDW-G		
	VLK4161	TOTAL MICRO BATTERY	116.55
	VLL3122	DISPLAYPORT TO VGA ADAPTER	20.84
	VLW2176	DESKTOP COMPUTER	867.40
	VMD8958	MICRO BATTERY HP 8460	116.55
	VNV1363	RETURN CREDIT - BATTERY	(116.55)
TOTAL FOR: CDW-G			1,004.79
-----			
002070	SIGNWRITER - SUNSET ENTERPRISES		
	40981	DECAL COVER-UPS FOR INDUSTRIAL PARK SIGN	645.00
TOTAL FOR: SIGNWRITER - SUNSET ENTERPRISES			645.00
-----			
002116	CHARTER COMMUNICATIONS (SPECTRUM)		
	0005188110119	DPW/WR INTERNET SERVICE NOVEMBER 2019	114.98
TOTAL FOR: CHARTER COMMUNICATIONS (SPECTRUM)			114.98
-----			
002281	HOME DEPOT		
	2019-10	OCTOBER 2019 STATEMENT	180.10
TOTAL FOR: HOME DEPOT			180.10
-----			
002323	BELLE TIRE		
	34147603	VEHICLE #4 - SEASONAL CHANGEOVER, ARM BUSHING	323.78
TOTAL FOR: BELLE TIRE			323.78
-----			
002325	SEVERANCE ELECTRIC CO INC		
	9612	SERVICE/BULB REPLACE HIGH SCHOOL LIGHT	181.30
TOTAL FOR: SEVERANCE ELECTRIC CO INC			181.30
-----			
002368	ORTON, TOOMAN, HALE, MCKOWN & KIEL		
	2019.10	OCTOBER 2019 LEGAL SERVICES	212.50
TOTAL FOR: ORTON, TOOMAN, HALE, MCKOWN & KIEL			212.50
-----			
002371	RENEWED EARTH INC		
	27831	YARD BLEND UNION ST	152.80
TOTAL FOR: RENEWED EARTH INC			152.80
-----			
002418	WHITNEY ENTERPRISES INC		
	2109.10	GRIND 14 STUMPS CITY WIDE	1,100.00

TOTAL FOR: WHITNEY ENTERPRISES INC			1,100.00
002478	ENGINEERED PROTECTION SYSTEMS INC		
	A769569	FIRE SYSTEM MONITOR & TEST 12/01/19 -2/29/20	190.02
TOTAL FOR: ENGINEERED PROTECTION SYSTEMS INC			190.02
002570	BUILDING RESTORATION INC		
	16442	MILL BUILDING #2 EMERGENCY ROOF REPAIRS	6,920.00
TOTAL FOR: BUILDING RESTORATION INC			6,920.00
002618	KIM BROWN		
	2019.11	19/20 SHOE ALLOWANCE	148.00
TOTAL FOR: KIM BROWN			148.00
002650	FUEL MANAGEMENT SYSTEM/PACIFIC PRID		
	69602	DPS FUEL 10/16/19 - 10/31/19	525.97
TOTAL FOR: FUEL MANAGEMENT SYSTEM/PACIFIC PRID			525.97
002703	CONTINENTAL LINEN SERVICES INC		
	2019.10CH	OCTOBER 2019 CITY HALL RUGS	67.80
	2019.10DPS	OCTOBER 2019 DPS RUGS	41.84
	2019.10DPW	OCTOBER 2019 DPW UNIFORMS/RUGS/MISC	176.94
	2019.10WR	OCTOBER 2019 WR UNIFORMS/RUGS	72.88
TOTAL FOR: CONTINENTAL LINEN SERVICES INC			359.46
002708	MORGAN BIRGE' & ASSOCIATES		
	52953	NOVEMBER 2019 PHONE MAINTENANCE	130.00
TOTAL FOR: MORGAN BIRGE' & ASSOCIATES			130.00
002787	ESPER ELECTRIC		
	19444	TROUBLESHOOT POLE LIGHTS	207.50
TOTAL FOR: ESPER ELECTRIC			207.50
004124	SCHINDLER ELEVATOR CORPORATION		
	8105186436	DPS ELEVATOR INSPECTION SERVICES 11/01/19 - 10/31/	968.76
TOTAL FOR: SCHINDLER ELEVATOR CORPORATION			968.76
004167	B & B FIRE DIVISION MASON DYNAMICS		
	2170	FIRE ENG #11 - REAR BRAKES OVERHAUL	5,598.17
TOTAL FOR: B & B FIRE DIVISION MASON DYNAMICS			5,598.17
004182	PITNEY BOWES/PURCHASE POWER		
	2019-10	POSTAGE ON METER 9/23/19	150.00
TOTAL FOR: PITNEY BOWES/PURCHASE POWER			150.00
004195	NIEBOER HEATING & COOLING		
	76022	SERVICE CALL - GAS LEAK DPS	85.00
TOTAL FOR: NIEBOER HEATING & COOLING			85.00
004220	US BANK EQUIPMENT FINANCE (COPIER)		
	397850207	CH COPIER LEASE PAYMENT NOVEMBER 2019	147.00
TOTAL FOR: US BANK EQUIPMENT FINANCE (COPIER)			147.00

004241	GHD SERVICES INC		
	1027070	PHASE III MILL DEMO THROUGH 9/28/19	6,651.39
TOTAL FOR: GHD SERVICES INC			6,651.39

004806	L.L. JOHNS & ASSOCIATES INC		
	2198	AIRPORT INSURANCE 11/01/19 - 11/01/20	2,815.00
TOTAL FOR: L.L. JOHNS & ASSOCIATES INC			2,815.00

004855	PLAINWELL ACE HARDWARE		
	3842	CITY HALL BRIDGE LIGHTS	1.54
	3843	PAINT BRUSHES FOR HYDRANTS	7.98
	3844	KEYS TO THE CITY	56.71
	3848	PAINT - FIRE HYDRANTS	9.78
	3854	KEYS	7.96
	3861	CITY HALL E. WILSON DESK REPAIR	7.98
	3862	MOPHEAD & LYSOL	10.98
	3885	PAINTING SUPPLIES - CH STAIRS & ELEVATOR	46.90
	3889	CLEANING CITY HALL	5.59
	3890	WORK GLOVES & MISC. FASTENERS	64.17
	3891	CITY HALL PAINT SUPPLIES	38.56
	3899	CITY HALL LIGHT BULB	6.00
	3900	140 SHERWOOD CATCH BASIN	11.18
	3904	SALT TRUCK PARTS	22.24
	3908	#15 SALT TRUCK MAINT	38.00
	3909	CITY HALL BRIDGE/ PELL PARK LIGHTS	15.55
	3919	PAINT - FARMERS MARKET SIGN	3.99
	3923	KEYS PELL PARK	7.96
TOTAL FOR: PLAINWELL ACE HARDWARE			363.07

004894	BORGESS CORPFIT OCCUPATIONAL HEALTH		
	369877	DOT PHYSICAL R. NIEUWENHUIS	70.00
TOTAL FOR: BORGESS CORPFIT OCCUPATIONAL HEALTH			70.00

PL COM SCH	PLAINWELL COMMUNITY SCHOOLS		
	110519-1	HYDRANT PAINTING - GIRLS BASKETBALL	500.00
	110519-2	HYDRANT PAINTING - GIRLS SWIM	500.00
	110519-3	HYDRANT PAINTING - WRESTLING	500.00
TOTAL FOR: PLAINWELL COMMUNITY SCHOOLS			1,500.00

REFUND UB	MELES CAROL		
	10/31/2019	UB refund for account: 06-00087728-00	24.61
	11/06/2019	UB refund for account: 04-00062800-05	37.29
TOTAL FOR: 131 S MAIN LLC			61.90

TOTAL - ALL VENDORS			84,587.29
---------------------	--	--	-----------



**INVOICE AUTHORIZATION**

**Person Compiling Report**

I verify that to the best of my knowledge the attached invoice listing is accurate and the procedures in place to compile this invoice listing has been followed.

Insert Signature:

**Amanda  
Kersten**

Digitally signed by Amanda Kersten  
DN: cn=Amanda Kersten, o=City of Plainwell, ou=City Hall, email=akersten@plainwell.org, c=US  
Date: 2019.11.07 10:13:47 -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  
Date: 2019.11.08 13:48:00 -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  
Date: 2019.11.07 13:02:22 -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  
Date: 2019.11.07 10:51:55 -05'00'

**Bob Nieuwenhuis, Public Works Supt.**

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

Insert Signature:

**Erik J. Wilson, City Manager**

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

Insert Signature:

**Erik Wilson**

Digitally signed by Erik Wilson  
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Erik Wilson, email=ewilson@plainwell.org  
Date: 2019.11.08 11:06:02 -05'00'

11/08/2019

CHECK REGISTER FOR CITY OF PLAINWELL  
CHECK DATE FROM 10/29/2019 - 11/15/2019

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>					
11/01/2019	CBGEN	1644(A)	ALLEGAN COUNTY TREASURER	2019 SUMMER TAX/INT COLLECTED W/E 10/26/	2,420.16
11/01/2019	CBGEN	1645(A)	RANSOM DISTRICT LIBRARY	2019 SUMMER TAX/INT COLLECTED W/E 10/26/	206.56
11/08/2019	CBGEN	1646(A)	ALLEGAN COUNTY TREASURER	2019 SUMMER TAX/INT COLLECTED W/E 11/02/	377.98
11/08/2019	CBGEN	1647(A)	RANSOM DISTRICT LIBRARY	2019 SUMMER TAX/INT COLLECTED W/E 11/02/	54.03
Total ACH Transaction:					3,058.73
<b>Check Type: EFT Transfer - Automatic Payments</b>					
11/05/2019	CBGEN	1648(E)	UNITED HEALTHCARE INSURANCE COMPANY	RETIREE HEALTH INSURANCE NOVEMBER 2019 -	203.66
11/05/2019	CBGEN	1649(E)	UNITED HEALTHCARE INSURANCE COMPANY	RETIREE HEALTH INSURANCE NOVEMBER 2019 -	196.88
Total EFT Transfer:					400.54
<b>Bank UBAP United Bank - General Checking</b>					
<b>Check Type: EFT Transfer - Automatic Payments</b>					
11/15/2019	UBAP	117(E)	CITY OF PLAINWELL	NOVEMBER 2019 CITY UTILITY BILLS	1,154.00
11/04/2019	UBAP	118(E)	STATE OF MICHIGAN	OCTOBER 2019 SALES TAX MONTHLY RETURN	168.71
Total EFT Transfer:					1,322.71
<b>Check Type: Paper Check - Manual Checks</b>					
10/29/2019	UBAP	15254	MEADOWBROOK INSURANCE GROUP	REIMBURSEMENT OF OVERPAYMENT FROM WORKER	284.02
10/30/2019	UBAP	15255	POSTMASTER	TO MAIL UTILITY BILLS	559.52
11/01/2019	UBAP	15256	RICHMOND, MICHAEL J	ASSESSING SERVICES 11/01/19 - 11/30/19	1,500.00
Total Paper Check:					2,343.54

REPORT TOTALS:

Total of 11 Checks:

Less 0 Void Checks:

Total of 11 Disbursements:

7,125.52

0.00

7,125.52

## 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: 2019.11.08 09:37:19 -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: 2019.11.08 11:05:05 -05'00'

## **Brian Kelley**

---

**From:** lori snyder <mayorsnyder@yahoo.com>  
**Sent:** Wednesday, October 30, 2019 8:47 AM  
**To:** Brian Kelley  
**Subject:** For CouncilAgenda

Lori: The local Pastors are going to attempt to continue our "Community Service of Thanksgiving" on the Sunday prior to Thanksgiving at the Otsego High School Auditorium at 6:00 p.m. Would You invite your new Mayor and yourself to join us and be recognized and lead in our Community Covenant? Let me know if one (or both) of You would be available to represent Plainwell City. Thanks for all you do. Love IN Christ, Pastor Joe Shaler, Otsego United Methodist Church

[Sent from Yahoo Mail on Android](#)

# 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.

---

**DECEMBER 5, 2019**

---

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. Ordinance 385 – Amend Section 53-128 Modifying Site Plan Requirements**

The Planning Commission recommends streamlining the process for site plan reviews to allow the city administrator to approve certain site plans without having to go through formal public hearing processes. Only plans meeting a certain set of parameters would qualify for the expedited review process. The modifications to Section 53-128 of the Codified Ordinances were drafted by the city attorney and reviewed at a November 6, 2019 Public Hearing.

**Recommended action:** Consider approving an Ordinance modifying the city's site plan review requirements.

### **B. DPW – Sherwood Avenue Project Engineering Change Order**

The project ran over the initial time frame and our engineering firm needed to be present for inspections during this time. The project had a few changes on the water system that took longer than anticipated but improved the overall project. These changes improved the installation work (additional valves were added to the distribution system) and avoided numerous residents being without water and significantly reduced the amount of boil water advisories needing to be issued.

**Recommended action:** Consider approving a change order for construction engineering the Sherwood Avenue Project with Fleis & Vandenbrink in the amount of \$21,900.00.

## Reminder of Upcoming Meetings

- November 21, 2019 – Allegan County Board of Commissioners – 1:00pm
- November 12, 2019 – Plainwell DDA/BRA/TIFA Board – 7:30am
- November 20, 2019 – Plainwell Planning Commission – 7:00pm
- November 25, 2019 – Plainwell City Council – 7:00pm

## Non-Agenda Items / Materials Transmitted

- Invitation to Community Service of Thanksgiving at Otsego High School – November 24, 2019 6pm
- Invitation to Allegan County Flood Map Open House – Allegan District Library – December 5, 2019 5pm