

# City of Plainwell



“The Island City”

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

Department of Administration Services  
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## Agenda Planning Commission December 6, 2017 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes: 11/15/17 Planning Meeting
5. Chairman’s Report
6. New Business:
  - A. Sweetwater’s Sign Permit
  - B. Discussion regarding a reassessment of M-1 and M-2 uses and consideration of combining the districts
  - C. Auto Image – Special Use Permit for a Class B Used Vehicle Dealership
7. Old Business:
8. Public Comment
9. Reports and Communications:
  - A. 10/23/17 & 11/13/17 Council minutes
10. Staff Comments
  - A. Discussion re: scrolling illuminated sign on M89 C-2 (Aubree’s)
  - B. City Updates
11. Commissioners Comments
12. Adjournment

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

**CITY OF PLAINWELL  
MINUTES  
Planning Commission  
November 15, 2017**

1. Call to Order at 7:01 p. m. by Chair Lubic
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Jay Lawson, Lori Steele, Diana Lubic, Jim Higgs, Chris Haas, Gary Sausaman  
Excused: Chris Slinkman
4. Approval of Minutes – 9/06/17  
**Sausaman motioned to approve minutes as received seconded by Steele. Minutes approved.**
5. Chairperson’s Report:  
Lubic reported that she attended the Michigan State Planning Conference on Mackinac Island in October. She commented that the conference was very good with a lot of workshops geared for small towns.
6. A motion was made by Haas to add Item C. Chris Slinkman resignation letter under new business, item C, Sausaman seconded. Motion passed.
7. New Business:  
**A. Ace Parking lot Striping – Addition of a Pole Barn.**  
Site Plans for the Ace Parking Lot Striping addition was recommended to move forward to City Council by Higgs and seconded by Steele.  
  
**B. Fair Trade Coffee Shop – 203 S. Main St.**  
Site Plans for the drive up coffee shop lead to discussion regarding the current ordinance doesn’t allow for a drive up in the CBD. The Planning Commission agreed they would grandfather this building as drive through. It was originally a drive up full service gas station and Skyline Computers continued to operate the drive up window during their operation, which ceased in September of 2017. Discussion regarding traffic flow and parking were discussed with options. Planning Commission agreed that 3 months after the shop opens to revisit the traffic flow if issues arise.  
  
The Site Plans for Fair Trades Coffee Shop are recommended to move forward to City Council by Higgs and seconded by Sausaman.  
  
**C. Commission Chris Slinkman submitted his resignation to the Planning Commission due to work he can no longer fulfill his duties. His resignation was accepted on an all commission vote.**
8. Old Business:  
None
9. Public Comment:

None

10. Reports and Communications:

A. Accepted the 9/11, 9/25 & 10/09/17 Council Minutes. **Minutes were accepted as presented.**

110. Staff Comments:

Siegel shared the new city website

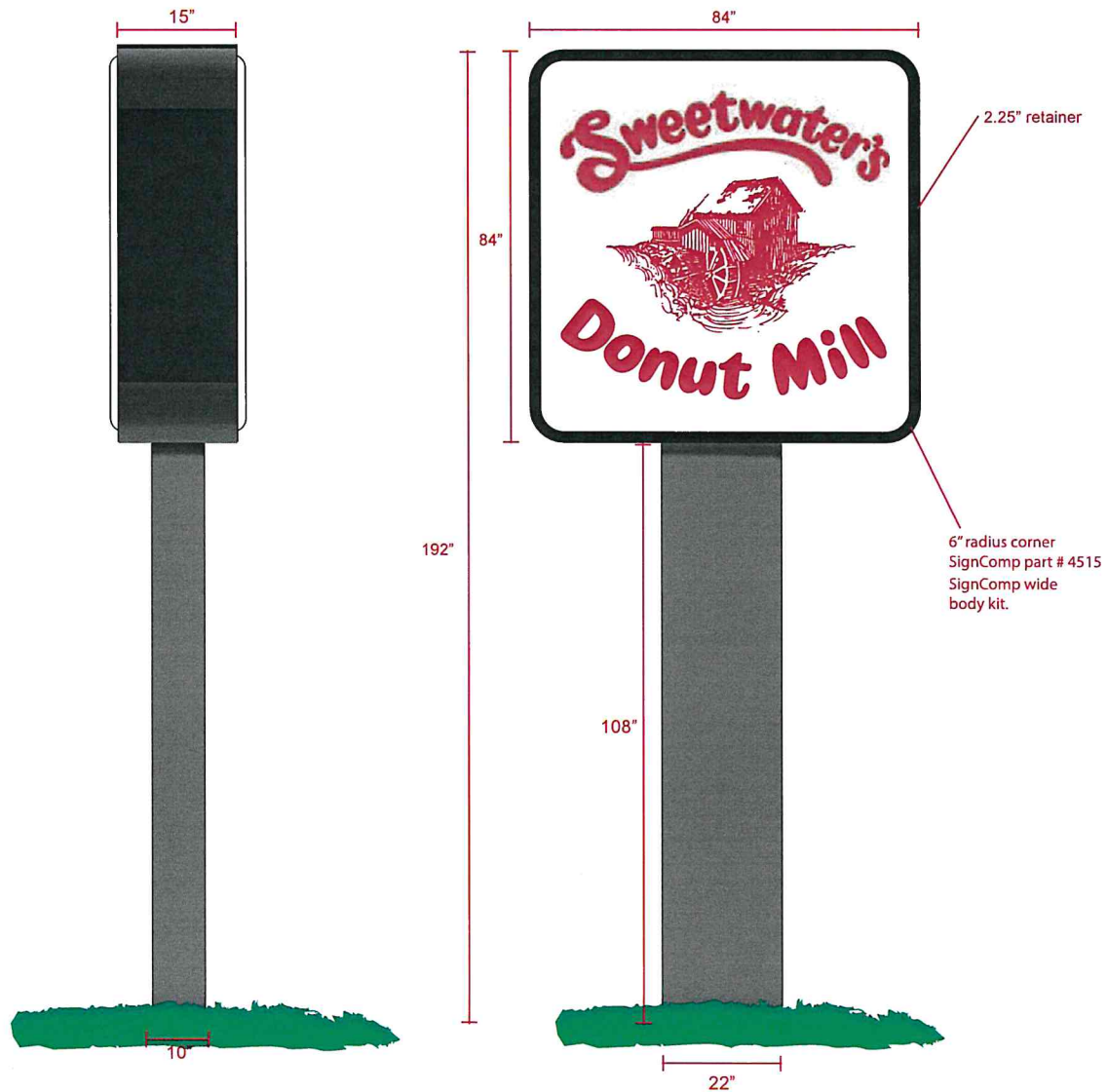
12. Commissioner Comments: None

13. Adjournment:

The meeting was adjourned at 7:45 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

**PYLON  
SIGN**



**Sweetwater's**

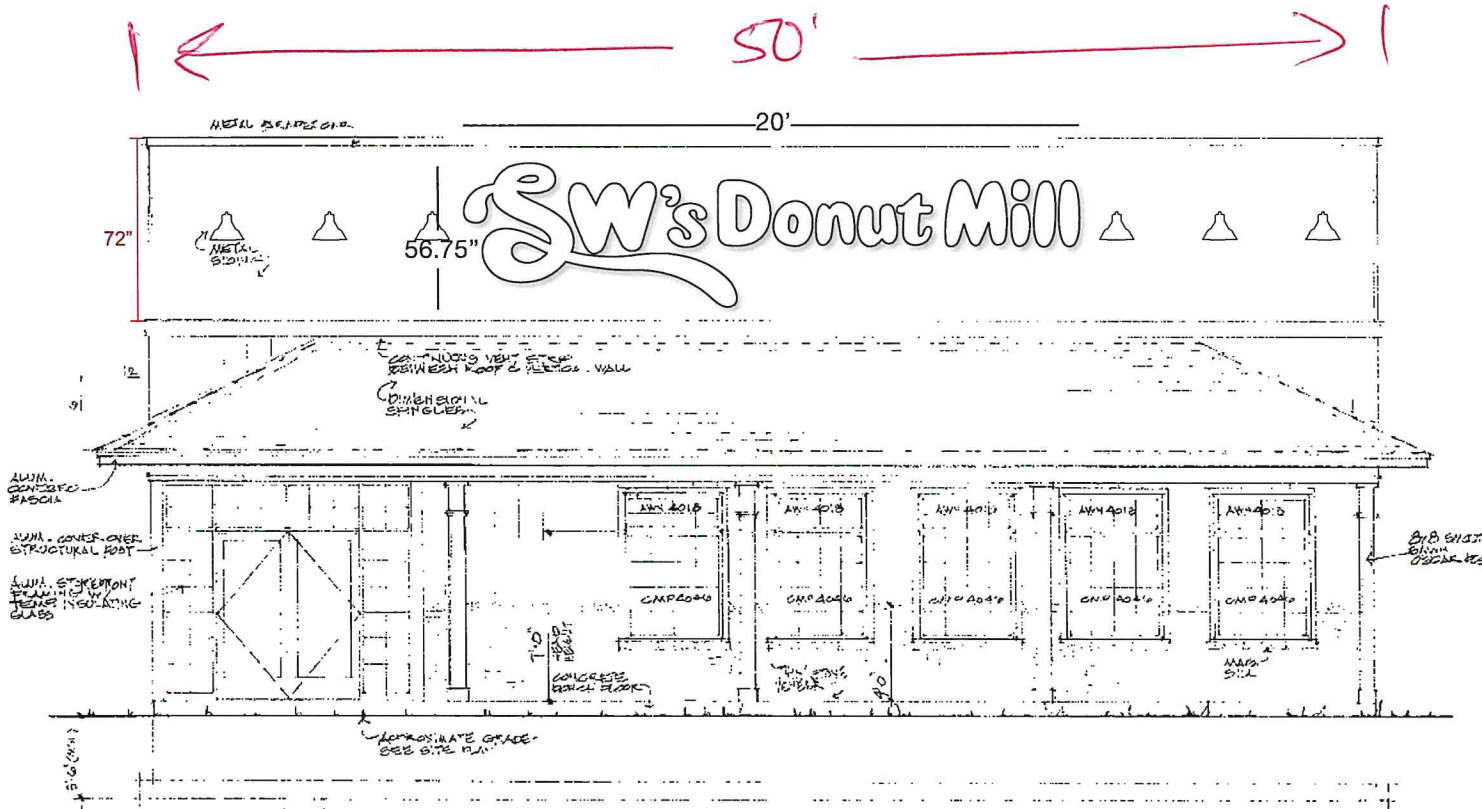
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Drawn By <b>AC</b>	Date <b>11/27/17</b>	Please sign and date this fax upon approval of order _____ Date _____
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**RWL SIGN COMPANY**  
6185 West KL Ave. Kalamazoo, MI 49009  
Phone: 269-372-3629 Fax: 269-372-9690

**WALL SIGN**

Sign A  
95 S/F



Channel Letters with white faces and black trim caps and returns

Letter Sizes:

S: 56.75", W: 28.5", s: 17"

D: 26", onu: 17.5", t: 20.5"

Mill: 26"

Sweetwater's scale: 1/6"=1'

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Drawn By <b>AC</b>	Date <b>11/27/17</b>	Please sign and date this fax upon approval of order _____ Date _____
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**RWL SIGN COMPANY**  
6185 West KL Ave. Kalamazoo, MI 49009  
Phone: 269-372-3629 Fax: 269-372-9690

**MINUTES**  
**Plainwell City Council**  
**October 23, 2017**

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Terry Steele gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-Tem Steele, Councilman Keeler, Councilman Overhuel and Councilman Keeney. Absent: None.
5. Approval of Minutes/Summary:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 10/09/2017 regular meeting and the Council Minutes of the 10/12/2017 special meeting. On voice vote, all voted in favor. Motion passed.**
6. General Public Comments: None
7. County Commissioner Report: None.
8. Presentations:  
Public Safety Director Bomar presented Deputy Director John Varley with a 30-year pin. John Varley has served in various roles, including school resource officer, on the West Michigan Enforcement Team, as a homicide investigator, a water rescuer and the training officer. He has worked up through the ranks of the department over the year. His service is very much appreciated.  
  
Superintendent Updike reviewed the 30 years of service for Water Operator Dan Neeson, who is the face of water in the City. He holds the highest water license of all the staff and serves as the chief water operator-in-charge for both the City of Plainwell and the Village of Martin. There have been no major violations with Dan in the charge of the city's water supply.  
  
City Manager Wilson recognized Personnel Manager Lamorandier for her 40 years of full-time service. Sandy knows most of the operations city-wide and has been invaluable during her career and steps up wherever a need arises. She has done great work with the flowers city-wide as well. Sandy thanked the Council and the 8 city administrators for whom she has worked.
9. Agenda Amendments:  
Added Item 11C – Engineering Services North Prince Street.  
**A motion by Steele, seconded by Keeler, to amend the agenda as noted. On a voice vote, all in favor. Motion Passed**
10. Mayor's Report: None.
11. Recommendations and Reports:
  - A. Superintendent Pond reported on the timing of the work done to remove the now-obsolete media from the bio-bed and recommended Council authorize the payment.  
**A motion by Steele, seconded by Keeler, to confirm the project with Dale Hubbard Inc. (Clean Earth) for \$4,706.90 to remove the bio-bed media. On a roll-call vote, all in favor. Motion passed.**

B. Superintendent Pond reported on a 2005 valve that had failed and needs replacement, along with preventative maintenance for the others.

**A motion by Keeney, seconded by Keeler, to approve the project with System Specialties Inc. for \$5,131.00 to repair and warranty a failed Rotark valve. On a roll-call vote, all in favor. Motion passed.**

C. City Manager Wilson briefed Council about the North Prince Street project noting that the engineering component of the project was not specifically identified at the Special Meeting on October 12 and was being included here for formal confirmation.

**A motion by Keeler, seconded by Overhuel, to confirm the \$55,000 engineering services project with Wightman & Associates Inc. for the North Prince Street road/utility project. On a roll-call vote, all in favor. Motion Passed.**

12. Communications:

**A. A motion by Steele, seconded by Overhuel, to accept and place on file the September 2017 Public Safety Report, the Draft 10/10/2017 DDA-BRA-TIFA Minutes and the DRAFT 07/25/2017 M-40/M-89 Corridor Minutes. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

**A motion by Keeler, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$50,477.49 for payment of same. On a roll call vote, all in favor. Motion passed.**

14. Public Comments

County Clerk Bob Genetski provided Council an update from the County Clerk's Office regarding the need for election inspectors county-wide, the Veteran's Benefit registry, new election equipment rollout and other items pertaining to the County Clerk's operations.

15. Staff Comments

Personnel Manager Lamorandier provided a brief update on recent training attended.

Community Development Siegel briefed Council on planning for the Dog Park and the Sherwood Park restrooms. She noted that the 2017 Christmas Ornaments were available for purchase at various locations around the city. She also noted several recent and upcoming festivals.

Superintendent Updike reported that the paving projects are complete. He noted the new Skid Steer arrived and is being prepared for winter work. He reported his staff is working on leaf pickups.

Superintendent Pond provided an update on recent conference training.

Director Bomar reported on a joint safety training with Gun Plain Township at Drug & Lab.

Clerk/Treasurer Kelley noted a recent training conference, the presentation of the audit at the next Council meeting, the testing of the new chart of accounts, and preparing for the 2018/2019 budget and the 2018 elections.

City Manager Wilson reported having met with downtown business owners to gather information regard recent energy surges and how to work with Consumers Energy to avoid future complications.

16. Council Comments:

Councilman Keeler expressed concerns about the traffic backups during the Pumpkins In the Park event and suggested changes for next year.

17. Adjournment:

**A motion by Steele, seconded by Keeney, to adjourn the meeting at 7:42 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully

Submitted by,

Brian Kelley

City Clerk/Treasurer



**MINUTES**  
**Plainwell City Council**  
**November 13, 2017**

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Peter Dams from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-Tem Steele, Councilman Keeler, Councilman Overhuel and Councilman Keeney. Absent: None.
5. Approval of Minutes/Summary:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 10/23/2017 regular meeting. On voice vote, all voted in favor. Motion passed.**
6. General Public Comments: None
7. County Commissioner Report: None.
8. Presentations:  
Community Development Siegel presented Jaqua Realtors with a plaque commemorating the 2017 Scarecrow Stroll winning entry.
9. Agenda Amendments: None
10. Mayor's Report: None.
11. Recommendations and Reports:
  - A. City Manager Wilson reported about the budgeted project for upgrading the Hill Street Lift Station and the purchase request being the first component of that upgrade.  
**A motion by Steele, seconded by Overhuel, to approve the purchase of pumps, railings, control panels and valves from Kerr Pump for \$30,550.00 as part of the Hill Street Lift Station Upgrade. On a roll-call vote, all in favor. Motion passed.**
  - B. Superintendent Updike reported about the budgeted project to paint the internal control room at the Water Reclamation Plant.  
**A motion by Keeney, seconded by Keeler, to approve the project with Kooi Industrial Painting for \$17,350.00 to pain the Internal Control Building at the Water Reclamation Plant. On a roll-call vote, all in favor. Motion passed.**
  - C. Superintendent Updike briefed Council about a new roof leak at Well #5 at the west end of Benhoy Street. Upon inspection, there is little of the existing roof remaining. This unbudgeted project will repair and replace the roof up to standards.  
**A motion by Keeler, seconded by Keeney, to approve a project with Modern Roofing Inc for \$4,844.00 to repair the roof at Well #5. On a roll-call vote, all in favor. Motion Passed.**
  - D. City Manager Wilson reported to Council about ongoing negotiations regarding the renewal of the lease agreement with AT&T for antenna space at the Thomas Street Water Tower. A third-party representative of AT&T has offered draft renewal language for a new 5-year lease, with renewal options. The offers have all come with a reduction in the current monthly rental revenue. City Manager Wilson noted that this water tower is used only for the antenna location and could be dismantled to free up the land for redevelopment. The city's attorney has review the draft agreement and offered a 6-month termination option, which would allow AT&T to research the viability of the Kenyon Park water tower. The current

**A motion by Steele, seconded by Keeney, to authorize the City Manager to negotiate the Thomas Street Water Tower Lease renewal with AT&T, with no reduction in revenue and with an option for a 6-month termination should the city decide to dismantle the tower. On a voice vote, all in favor. Motion Passed.**

- E.** Clerk/Treasurer Kelley introduced Dan Veldhuizen from Siegfried Crandall who, along with his colleague Josh Gabrielse, reported about the audited financial statement as of and for the year ended June 30, 2017. No audit adjustments were presented, nor were any internal control weaknesses identified. Dan and Josh thanked the city staff for their cooperation and assistance during the audit.

**A motion by Steele, seconded by Keeler, to accept and place on file the June 30, 2017 audited financial statements. On a voice vote, all in favor. Motion Passed.**

12. Communications:

- A. A motion by Steele, seconded by Overhuel, to accept and place on file the October 2017 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

**A motion by Keeler, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$200,542.74 for payment of same. On a roll call vote, all in favor. Motion passed.**

14. Public Comments None.

15. Staff Comments

Personnel Manager Lamorandier reported how great the Veteran's Memorial Service was on November 11.

Superintendent Updike reported his staff is working on leaf pickups and holiday preparations prevent the staff from modifying the leaf pickup schedule.

Community Development Siegel briefed Council on the new website. She noted the Indoor Farmer's Markets were going well – they continue on Saturdays from 10am to 2pm. She noted Shop Small Saturday coming up on November 25, which will have activities involving the Indoor Farmer's Market.

Clerk/Treasurer Kelley noted preparing for 2018 budgets and elections as well as policy updates.

City Manager Wilson introduced Phil Doorlag from Wightman & Associates who provided an update on the North Prince Street project. The concrete has been laid and the first layer of paving will be laid on Friday November 17. The project is on schedule and on budget. The finishing work, including a sidewalk trail on the west side of North Prince Street, will be done in the Spring of 2018.

16. Council Comments:

Councilman Keeler expressed concerns about the traffic behind the businesses on the west side of North Main and asked for increased police patrols, in response to complaints from business owners.

17. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:43 PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Brian Kelley  
City Clerk/Treasurer