

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

"The Island City"

AGENDA

Plainwell City Council

Monday, May 8, 2023 - 7:00PM

Plainwell City Hall Council Chambers

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes – 04/22/2023 Special Meeting and 04/24/2023 Regular Meeting
6. General Public Comments
7. County Commissioner Report
8. Agenda Approval
9. Mayor's Report
10. Recommendations and Reports:
 - A. DPW – Fencing at Hicks Park & Mill Property
Council will consider approving a project with Backyard Fencing LLC to install black-coated chain link fencing in Hicks Park and on the North Side of the Mill Property at a cost not to exceed \$8,900.00.
 - B. DPW – Mill Freight Elevator
Council will consider modifying the approved cost for a three-year certification for the mill freight elevator with Great Lakes Elevator to the amount of \$14,000.00.
 - C. DPW – Street Sweeping Removal Disposal Fees
Council will consider modifying the approved disposal fees to Kent County Landfill to an amount not to exceed \$15,000.00 for disposal of street sweeping debris.
 - D. City Manager Contract
Council will consider approving a 3-year employment contract with Justin Lakamper for Plainwell City Manager, beginning June 12, 2023.
 - E. City Manager Evaluation Process
Council will consider changes to the process of evaluating the City Manager.
 - F. Setting a Special Council Meeting – May 15, 2023 7pm
Council will consider setting a special meeting to discuss water rates and a preliminary 2023/2024 budget.
11. Communications: The April 2023 Investment and Fund Balance Reports.
12. Accounts Payable - \$444,885.94
13. Public Comments
14. Staff Comments
15. Council Comments
16. Adjournment

Agenda Subject to Change

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

MINUTES
Plainwell City Council
April 22, 2023

1. Mayor Keeler called the special meeting to order at 8:57 AM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
4. **A motion by Steele, seconded by Overhuel, to approve the Agenda for the April 22, 2023 special meeting as presented. On a voice vote, all voted in favor. Motion passed.**
5. New Business:

- A. Councilmembers interviewed City Manager Candidates Justin Lakamper, Michael Vandenberg and Brandon Mersman, asking each applicant twenty (20) questions about their experience with different aspects of the City Manager position. Questions focused on project management, grant writing, leadership style, human resources and personnel, problem-solving and other desired qualities.

At 11:29am, Mayor Keeler recessed the meeting for a lunch period, noting the last interview would begin at 1:00pm.

At 1:00pm, Mayor Keeler reconvened the meeting and introduced Frank Walsh who reported that Candidate Danielle Tiedeman had accepted a position with the City of Watervliet and withdrew from consideration. As a result, no 1pm interview was conducted.

- B. Mayor Keeler asked for staff input after the interviews. Personnel Coordinator Kersten, DPW Superintendent Nieuwenhuis and Clerk/Finance Director Kelley each reported that Candidate Lakamper was most impressive in interviews. Council then discussed each candidate and their preferences for which candidate would be the best fit for the City. Council took input from the general public in attendance. Frank Walsh of Walsh Municipal Services reminded Council that it could make a motion or take time to continue deliberations.

A motion by Keeney, seconded by Steele, to make a conditional offer of employment as Plainwell City Manager to Justin Lakamper, contingent on a successful background investigation and successful contract negotiations. On a roll call vote, all voted in favor. Motion passed.

Frank Walsh noted that he would contact each of the candidates and start the background investigation as soon as possible. He asked if Council wanted to discuss terms, reminding Council that the pay range advertised for the job was \$97,000 to \$110,000. Council discussed the options.

A motion by Steele, seconded by Overhuel, to offer contract terms to include a salary of \$105,000, a six-month severance package, 120 hours of vacation leave, 40 hours of personal leave and a \$300 monthly car allowance, and to exclude an \$8,000 retention bonus from previous contracts. On a roll call vote, all vote in favor. Motion passed.

Walsh reported that he would present the contract terms to Lakamper for consideration and was confident a negotiated contract would be considered at the May 8 meeting.

6. Public Comments: None
7. Council Comments:
Council each thanked staff, former staff and the public for the time and input during this process.
8. Adjournment:
A motion by Steele, seconded by Overhuel, to adjourn the meeting at 1:37 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk

MINUTES APPROVED BY CITY COUNCIL
May 8, 2023

Brian Kelley, City Clerk

DRAFT

MINUTES
Plainwell City Council
April 24, 2023

1. Mayor Keeler called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Steve Smail of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 04/10/2023 regular meeting and the closed session. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None
7. County Commissioner Report:
County Commissioner Dugan expressed regrets for missing the meeting, but submitted a written report of Board of Commissioner actions for Council's consideration
8. **A motion by Steele, seconded by Overhuel, to approve the Agenda for the April 24, 2023 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report:
Mayor Keeler reported the Council had made a conditional offer to the next Plainwell City Manager.
10. Recommendations and Reports:
 - A. Clerk Kelley reminded Council that it previously authorized the Director of Public Safety to liaison with the State of Michigan for closing M-89. He reported that the State has a new format outlining that authorization, which will no longer need annual renewals.
A motion by Keeney, seconded by Wisnaski, to re-confirm authority for the Director of Public Safety to apply to the Michigan Department of Transportation for the necessary permits to work within the State Highway Right of Way. On a roll call vote, all in favor. Motion passed.
 - B. Superintendent Nieuwenhuis reminded Council that the city switched elevator maintenance companies and is need of a 3-year certification update for the freight elevator. The certification is needed to aid in development of the mill property.
A motion by Overhuel, seconded by Steele, to approve a three-year certification for the mill freight elevator with Great Lakes Elevator in the amount of \$6,500.00. On a roll call vote, all voted in favor. Motion passed.
 - C. Superintendent Nieuwenhuis reported a gathering of street sweeping debris that need to be hauled away. Council was reminded that street sweeping debris is left at the DPW facility and is considered a hazardous waste which needs to be tested before it can be hauled away. The current debris has been

tested and will be accepted at the Kent County Landfill, which charges by the truck load and tonnage. The hauling has been contracted and Council is being asked to approve the disposal fees at the landfill. Council asked about the cost and there was discussion about the current load being an accumulation of several years of sweepings and the city is looking to incorporate these costs annually into future budgets. **A motion by Steele, seconded by Keeney, to approve the disposal fees to Kent County Landfill in the amount of \$7,500.00. On a roll call vote, all voted in favor. Motion passed.**

D. Community Development Siegel reported having met with appraisal firm NAI Wisinski of West Michigan, which has offered to market for sale the land purchased adjacent to the industrial park. The firm noted they could have for sale signs in the ground by the end of next week and is positive about its ability to successfully market the land.

A motion by Wisnaski, seconded by Keeney, to approve an agreement with NAI Wisinski of West Michigan for marketing/sale of the 52 acres adjacent to the Industrial Park. On a voice vote, all voted in favor. Motion passed.

E. Superintendent Pond reported the 17-year old water heater at the Treatment Plant had reached the end of its useful life. He reported the three options for replacement of the heater, which is used in the chemical process at the plant. An exact replacement, using electricity, is approximately \$6,700; a gas replacement is approximately \$9,000 while a more energy-efficient model using a heat exchanger is \$11,020 and offers a much longer useful life.

A motion by Steele, seconded by Wisnaski, to approve the purchase of a new Viessmann Vitocell 300 Water Heater in the amount of \$11,020.00. On a voice vote, all voted in favor. Motion passed.

11. Communications:

A. A motion by Steele, seconded by Overhuel, to accept and place on file the March 2023 Water Renewal Report. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$80,435.78 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None

14. Staff Comments:

Community Development Manager Siegel reported ongoing work with the mill development and the industrial park.

Superintendent Pond noted that the Dystor cover would be replaced this week.

Director Callahan reported having sworn in two new on-call firefighters last week.

Clerk/Finance Director Kelley reported working on several projects.

Superintendent Nieuwenhuis reported that streets would again be swept this week and that bridge work will start in early June.

15. Council Comments:

Council each thanked staff for a successful Saturday session interviewing City Manager Candidates.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:28 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk

MINUTES APPROVED BY CITY COUNCIL
May 8, 2023

Brian Kelley, City Clerk

DRAFT



“The Island City”

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

To: City Council
From: Robert Nieuwenhuis
Subject: Fencing at Hicks park and Mill property
Date: 5/04/2023

I am looking for approval to allow Backyard Fencing LLC to complete the fencing along M-89 in Hicks park, and the back of the mill property.

The bushes along Hicks park and M-89 have reached their life expectancy. We plan to install black coated chain link fence in the place of the bushes. This is a needed barrier for the children to not have access to M-89 during special events. The fence behind the mill will have a 12 foot gate to allow vehicle access for authorized users only.

I recommend we allow Backyard Fencing LLC to complete the fencing needs for these two properties.

Robert Nieuwenhuis

Brian Kelley

From: R Leonard <rjlfire17@yahoo.com>
Sent: Saturday, April 29, 2023 4:51 PM
To: Robert Nieuwenhuis
Subject: Fw: Fence Quote Part 1

CAUTION: External Email!

[Sent from Yahoo Mail for iPhone](#)

Begin forwarded message:

On Saturday, April 29, 2023, 4:40 PM, Zach Mallo <backyardfencellc@gmail.com> wrote:

Contractor: Zach Mallo
Backyard Fence llc
30819 Mission Ave
Paw Paw, Mi 49079
Phone: 269-535-4998
Email: zachandassociates@gmail.com

Proposal Submitted to: Rodd (Part 1)

Work to be performed at: **126 Fair lane Street Plainwell, MI 49080**

I hereby propose to furnish the labor and material for the completion of:

New Install of 176 Linear Footage of 4ft High black vinyl coated Chain Link Fence. All posts will be cemented with concrete to ground level. Line Posts are 1 5/8" and Terminal/Corner posts are 2'. Top Rail is 1 3/8" 17guage (Top and Bottom Rails). We will install (2) 4ft single walk gates.

Sale Agreement: Zach Mallo agrees to guarantee the above fence to be free from defects in material and workmanship for one year. (Wood fence warranty does not include warping, chipping, shrinkage, or cracking which are the natural properties of wood.) Upon default in payment, all material will remain the property of Zach Mallo, along with the right to access, and removal granted to Zach Mallo. I will assume the responsibility for having public underground utilities located and marked. Unforeseen buried objects (examples: foundations, rocks, buried demolition) that result in additional labor and/or equipment costs will be brought to the owner's attention and charged accordingly. Zach Mallo will assume no responsibility for any unmarked buried lines, sprinkler lines, or septic systems.

PROPERTY LINES, PLAT RESTRICTIONS, PERMITS AND ZONING REQUIREMENTS ARE THE FULL RESPONSIBILITY OF THE BUYER.

Payment due as follows:

Down Payment: \$3,000.00

Due Upon Completion of the Fence: \$2,000.00

Total for your Investment: \$5,000.00

Submitted by Zach Mallo on April 29th, 2023

Signature of buyer below:

Accepted by: _____
Date: _____

This quote is valid for only 5days. To accept the proposal, please sign and date above. Credit/Debit Card transaction fee of 5% per transaction. When I come to collect the down payment, I will bring you a copy to sign and date. Please make all checks payable to Zach Mallo. Many Thanks as we look forward to installing your new fence!

Brian Kelley

From: R Leonard <rjlfire17@yahoo.com>
Sent: Saturday, April 29, 2023 4:51 PM
To: Robert Nieuwenhuis
Subject: Fw: Fence Quote part 2

CAUTION: External Email!

[Sent from Yahoo Mail for iPhone](#)

Begin forwarded message:

On Saturday, April 29, 2023, 4:43 PM, Zach Mallo <backyardfencellc@gmail.com> wrote:

Contractor: Zach Mallo
Backyard Fence llc
30819 Mission Ave
Paw Paw, Mi 49079
Phone: 269-535-4998
Email: zachandassociates@gmail.com

Proposal Submitted to: Rodd (Part 2)

Work to be performed at: **126 Fair lane Street Plainwell, MI 49080**

I hereby propose to furnish the labor and material for the completion of:

New Install of 78 Linear Footage of 4ft High black vinyl coated Chain Link Fence. All posts will be cemented with concrete to ground level. Line Posts are 1 5/8" and Terminal/Corner posts are 2'. Top Rail is 1 3/8" 17guage (Top rail only). We will install (1) 12ft Double drive swing gate as well.

Sale Agreement: Zach Mallo agrees to guarantee the above fence to be free from defects in material and workmanship for one year. (Wood fence warranty does not include warping, chipping, shrinkage, or cracking which are the natural properties of wood.) Upon default in payment, all material will remain the property of Zach Mallo, along with the right to access, and removal granted to Zach Mallo. I will assume the responsibility for having public underground utilities located and marked. Unforeseen buried objects (examples: foundations, rocks, buried demolition) that result in additional labor and/or equipment costs will be brought to the owner's attention and charged accordingly. Zach Mallo will assume no responsibility for any unmarked buried lines, sprinkler lines, or septic systems.

PROPERTY LINES, PLAT RESTRICTIONS, PERMITS AND ZONING REQUIREMENTS ARE THE FULL RESPONSIBILITY OF THE BUYER.

Payment due as follows:

Down Payment: \$2,000.00

Due Upon Completion of the Fence: \$1,900.00

Total for your Investment: \$3,900.00

Submitted by Zach Mallo on April 29th, 2023

Signature of buyer below:

Accepted by: _____
Date: _____

This quote is valid for only 5days. To accept the proposal, please sign and date above. Credit/Debit Card transaction fee of 5% per transaction. When I come to collect the down payment, I will bring you a copy to sign and date. Please make all checks payable to Zach Mallo. Many Thanks as we look forward to installing your new fence!



"The Island City"

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

To: City Council
From: Robert Nieuwenhuis
Subject: Mill
Date: 5/04/2023

I am looking for approval to allow Great Lakes Elevator to complete the three-year certification of the freight elevator in the mill.

The mill elevator has been out of commission for a few years. Great Lakes was able to get this elevator back up and running unlike the last company we used. Elevators has a one year and a three-year certification required through the State of Michigan. We have a contract with Great Lakes elevator already, I just need approval for not to exceed \$14,000 to complete this certification.

I recommend we allow Great Lakes Elevator to complete the three-year certification on the freight elevator in the mill.

Robert Nieuwenhuis

Great Lakes Elevator
 530 E. Grand River Road
 Williamston, MI 48895
 (517) 655-5400

QUOTE

Quote #
679

Bill To: City of Plainwell
 211 N. Main Street
 Plainwell, MI 49080

 (269) 207-7320

Account: Plainwell City Hall
 211 N. Main Street
 Plainwell, MI 49080

Account #: PLAINWELL

Date	3/11/2022	Terms	Upon Receipt	Job #	
Quote #	679	PO #			

Quantity	ID	Description	Price	Amount
1.00	EXTRA SERVICE - CAT 1 &	CATERGORY 1 & 3 TESTING	\$14,000.00	\$14,000.00

Perform State Required Category 1 No Load Test Package (Required Annually):
 Pressure Relief, Evacuation Device Test, Fire Service Annual Test, Cab Emergency Light & Alarm Bell
 Test, Hoistway Door Lock Safety Test.
 Perform State Required Category 3 Load Test (Required every 3 years) - ***REVISED***

Taxable	\$0.00
Non-Taxable	\$14,000.00
Sub-Total	\$14,000.00
Sales Tax	\$0.00
TOTAL	\$14,000.00

*COMBINED QUOTE FOR TESTING - BOTH BUILDINGS

Authorized Signature _____ Date _____



“The Island City”

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

To: City Council
From: Robert Nieuwenhuis
Subject: Solid Waste
Date: 504//2023

I am looking for approval to pay for debris brought to Kent County Landfill.

The debris we need to dispose of is from street sweeping the City streets. The debris is considered hazardous material and was tested to make sure the landfill will accept the debris. We are using H and K for the trucking of the debris to the landfill.

The estimated cost is \$15000. The material is in a large pile at the DPW and will be weighed at the landfill. The estimated number we have is hopefully close.

I recommend we use Kent County Landfill for disposal of the debris. The debris is collected a few times a year from street sweeping and will always need to be disposed of this way.

Robert Nieuwenhuis

EMPLOYMENT AGREEMENT

This Agreement is made and entered into this May 8, 2023 by and between the City of Plainwell, Michigan, a municipal corporation (hereinafter call "CITY") and Justin Lakamper (herein after called "MR. LAKAMPER") an individual who has the education, training and experience in local government management. This agreement supersedes and replaces all previous employment agreements between the parties.

RECITALS

The CITY wishes to continue to employ MR. LAKAMPER as its' City Manager m accordance with the terms of the Agreement.

MR. LAKAMPER wishes to continue to serve as the City Manager of the CITY m accordance with the terms of this Agreement.

TERMS AND CONDITONS

This Agreement shall remain in full force and effect for an initial term from June 12, 2023 until June 12, 2026 unless otherwise terminated by the CITY or MR. LAKAMPER as provided in Section 10 of this agreement.

Following that initial term, this Agreement, in its entirety, shall automatically be renewed on its anniversary date for a 3-year term unless notice that the Agreement shall terminate is given at least 6 months before the expiration date. In the event the agreement is not renewed, all compensation, benefits and requirements of the Agreement shall remain in effect until the expiration of the term of the Agreement unless MR. LAKAMPER voluntarily resigns.

In the event that MR. LAKAMPER is terminated, as defined in Section 10A of this Agreement, MR. LAKAMPER shall be entitled to all compensation including salary, car allowance, accrued vacation and personal leave paid in a continuation of salary on the existing biweekly basis, of all benefits for 6 months.

SECTION I. DUTIES AND AUTHORITY

- A. The CITY employs MR. LAKAMPER as City Manager of the CITY as directed, required and permitted by federal and state law, and the Plainwell City Charter, to perform the functions and duties specified in the City Code and the City Charter and to perform such other legally permissible and proper duties and functions as the Council shall from time to time assign. MR. LAKAMPER shall, at all times, perform such duties in an efficient and conscientious manner, exercising his discretion, judgment and authority in the best interests of the CITY.
- B. MR. LAKAMPER shall direct, supervise and coordinate the administration of all departments, offices, and agencies of the CITY, except as otherwise provide by law.

- C. Specifically, it shall be the duty of MR. LAKAMPER to employ on behalf of the CITY all other employees of the organization consistent with the policies of the governing body and the ordinances and charter of the CITY.
- D. It shall also be the duty of MR. LAKAMPER to organize, reorganize and arrange the staff of the CITY and to develop and establish internal regulations, rules and procedures which MR. LAKAMPER deems necessary for the efficient and effective operation of the CITY consistent with the lawful directives, policies, and ordinances, state and federal law.
- E. All duties assigned to MR. LAKAMPER by the governing body shall be appropriate to and consistent with the professional role and responsibility of MR. LAKAMPER.
- F. MR. LAKAMPER cannot be reassigned from the position of City Manager to another position without MR. LAKAMPER's express written consent.
- G. MR. LAKAMPER or designee shall attend, and shall be permitted to attend, all meetings of the governing body, both public and closed, at the direction of Council or otherwise consistent with state law.
- H. The governing body, individually and collectively, shall refer in a timely manner all substantive criticisms, complaints and suggestions called to their attention to MR. LAKAMPER for study and/or appropriate action.
- I. The employment provided for by this Agreement shall be MR. LAKAMPER's primary employment. MR. LAKAMPER shall devote his full time to his duties as City Manager of the CITY.

SECTION 2. COMPENSATION.

- A. Base Salary. The City agrees to pay MR. LAKAMPER for services rendered pursuant to this Agreement at an annual salary to be distributed biweekly through the normal payroll system, in an amount of one hundred and ten thousand dollars (\$110,000) per year. Should MR. LAKAMPER receive a favorable performance review from the City Council in 2024 and/or 2025, he shall receive a five thousand dollar (\$5000) increase in his compensation effective the pay period following the review involved. Thereafter, the City agrees to consider increases to compensation pursuant to an action by the City Council following each annual review.
- B. At any time during the term of the Agreement, CITY may, in its discretion, review and adjust the salary of MR. LAKAMPER, but in no event shall MR. LAKAMPER be paid less than the salary set forth in Section 2A of this Agreement except by mutual written agreement between MR. LAKAMPER and CITY. Such adjustments, if any, shall be made pursuant to a lawful governing body action. In such event, CITY and MR. LAKAMPER agree to provide their best efforts and reasonable cooperation to execute a new agreement incorporating the adjusted salary.
- C. Except as otherwise provided in this Agreement, MR. LAKAMPER shall be entitled, at a

minimum, to the highest level of benefits enjoyed by and/or available to other employees, department heads or general employees of the CITY as provided by the CITY policies, Charter, ordinances, or personnel rules and regulations or other practices.

SECTION 3. HOURS OF WORK.

It is recognized that MR. LAKAMPER must devote a great deal of time outside the normal office hours on business for the CITY, and to that end MR. LAKAMPER shall be allowed, to establish an appropriate work schedule. The schedule shall be appropriate to the needs of the CITY and shall allow MR. LAKAMPER to faithfully perform his assigned duties and responsibilities

SECTION 4. PERFORMANCE EVALUATIONS.

The Council shall review and evaluate the performance of MR. LAKAMPER annually prior to May 1st of each year end. Further, the Mayor shall provide MR. LAKAMPER with a written statement summary of the findings of the Council and provide an adequate opportunity for discussion of said evaluation with the Council.

SECTION 5. VACATION, PERSONAL SICK LEAVE.

- A. Vacation Leave: Vacation shall accrue, based on years of service, and credited on a monthly basis. Vacation may be banked, taken or bought back, as provided in the CITY'S personnel policies applicable to non-union City employees. MR. LAKAMPER shall be eligible for a minimum of 120 hours of vacation leave per year and shall immediately be eligible to use 120 hours of vacation leave under the City's policies upon hire.
- B. Sick Leave: MR. LAKAMPER shall accrue sick leave at a rate of 12 days per year which will be credited on a monthly basis. MR. LAKAMPER may accumulate; use and buy back sick leave hours as provided in the CITY's personnel policies applicable to non-union City Employees.
- C. Personal Time: Mr. LAKAMPER shall accrue 40 hours of Personal time and credited on a fiscal basis, each July. Any personal time not used by the end of the fiscal year in which it is accrued (i.e. June 30) will be lost.

SECTION 6. HEALTH AND LIFE INSURANCE.

- A. Term Life Insurance. CITY shall pay the amount of premium due for term life insurance in the amount of \$50,000.00. MR. LAKAMPER shall name the beneficiary of the life insurance policy.
- B. Health Insurance. CITY shall provide to MR. LAKAMPER and his dependents hospital/medical, vision and dental insurance benefits under the same terms and conditions as it provides to all non-union City employees.

SECTION 7. RETIREMENT.

- A. §457 PLAN. MR. LAKAMPER may participate in the CITY's IRC §457 deferred compensation plan that is available to non-union City employees.
- B. §401(a) PLAN. CITY shall contribute an amount equal to 8.0% of MR. LAKAMPER's salary as defined in Section 2A, to the CITY's IRC §401(a) pension plan. The CITY will match on a 1:1 basis any contributions MR. LAKAMPER makes to §457 deferred compensation plan up to 2.0% of his salary.

SECTION 8. AUTOMOBILE.

- A. CITY agrees to pay to MR. LAKAMPER, during the term of this Agreement and in addition to other salary and benefits herein provided, a monthly sum equal to \$300, to be distributed monthly through the normal payroll system. MR. LAKAMPER shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle

SECTION 9. EXPENSES.

- A. Dues. The CITY acknowledges the value of having MR. LAKAMPER participate, and encourages MR. LAKAMPER to be directly involved in local civic clubs or organizations. Accordingly, the CITY shall pay for the reasonable membership fees and/ or dues to enable MR. LAKAMPER to become an active member in local civic clubs or organizations, as approved by Council.
- B. The CITY shall pay the cost of subscriptions to professional journals and other publications as are approved in CITY' s annual budget.
- C. The CITY shall pay the professional dues, which it determines are appropriate and necessary for MR. LAKAMPER's continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement and for the good of the CITY and subject to the approval of the City Council.
- D. The CITY shall reimburse MR. LAKAMPER his reasonable cost with receipts for attending meetings, conventions, and conferences of and sponsored by the organizations approved by the City Council.

SECTION 10. TERMINATION.

- A. For the purpose of this Agreement, termination shall occur when:
 - I. The majority of the governing body votes to terminate MR. LAKAMPER in accordance with state and local laws and the City Charter, at a properly posted and duly authorized public meeting.

2. If the CITY, citizens or legislature acts to amend any provisions of the Charter or other legislation pertaining to the role, powers, duties, authority, responsibilities of MR. LAKAMPER's position that substantially changes the form of government, MR. LAKAMPER shall have the right to declare that such amendments constitute termination.
3. If the CITY reduces the base salary, compensation or any other financial benefit of MR. LAKAMPER, such action shall constitute a breach of this agreement and will be regarded as a termination. However, where the compensation of the all other City Department heads is reduced, the City and Mr. LAKAMPER shall meet to discuss similar reductions to the salary provided under this Agreement.
4. If MR. LAKAMPER resigns following an offer to accept resignation, whether formal or informal, by the CITY as representative of the majority of the governing body that MR. LAKAMPER resigns, then MR. LAKAMPER may declare a termination as of the date of the suggestion.
5. Breach of contract declared by either party with a 30-day cure period for either MR. LAKAMPER or the CITY. Written notice of a breach of contract shall be provided in accordance with the provisions of Section 16 of this agreement.

B. Termination for Cause:

1. By action of the City Council for the reason that MR. LAKAMPER failed to perform his duties under this Agreement, or for the reason of MR. LAKAMPER's incapacity for a period of 90 days or longer, misfeasance, malfeasance or nonfeasance in office. The reason that MR. LAKAMPER performed a deliberate and wrongful act, or the reasons of willful failure to implement Council policy, abandonment of his duties, conviction of a felony or misdemeanor in the course of his official duties or impacting his ability to perform his duties, or drugs or alcohol in a manner that materially affects the performance of his duties shall also provide cause for termination under this Agreement.
2. In the event CITY terminates MR. LAKAMPER for cause, CITY may terminate this Contract immediately. In such circumstances, the CITY shall have no obligation to pay MR. LAKAMPER for accumulated vacation, personal, and unused sick time, or any other severance amounts. By MR. LAKAMPER's written resignation MR. LAKAMPER shall give such written notice of his resignation at least forty-five (45) days prior to its effective date unless the parties otherwise agree.
3. If said notice is not given, then any other provision of this Agreement notwithstanding, the CITY shall have no obligation to pay him for accumulated vacation, personal and unused sick time as outlined in Section 2D, the amount of which the CITY shall be entitled to retain as liquidated damages for the costs it will incur as a result of such sudden resignation. Such resignation shall not be deemed to be a "termination" within the meaning and context of the herein severance pay provision.

C. EFFECT OF TERMINATION:

The termination of MR. LAKAMPER's employment as City Manager shall also serve as his vacating any other office or position to which he was appointed or in which he served because he was serving as the City Manager (or Administrator) of the CITY.

SECTION 11. SEVERANCE:

Severance shall be paid to MR. LAKAMPER when employment is terminated without cause as defined in Section 10A of said Agreement.

- A. If MR. LAKAMPER is terminated without cause, the CITY shall provide a minimum severance payment equal to six (6) months' salary at the then current rate of pay. This severance shall be paid in a continuation of salary on the existing biweekly basis and paid through the City's normal payroll process in exchange for the execution of a full release of claims against City, its officers, residents and staff.
- B. MR. LAKAMPER shall also be compensated for all vacation leave, under the same terms and conditions as it provides to all non-union City employees.
- C. For a minimum period of six months following termination, the CITY shall pay the cost to continue the following benefits:
 - I. Health Insurance for MR. LAKAMPER and all dependents as provided in Section 6B, except if health insurance becomes available for MR. LAKAMPER through other employment then the CITY will pay contribution required by MR. LAKAMPER for the remainder of the six-month period.
 - 2. Life insurance as provided in Section 6A
 - 3. Retirement as provided by Section 7
 - 4. Car allowance in effect at time of termination, to be paid in the same manner as Section 11A.
- D. In the event MR. LAKAMPER is terminated without cause by CITY during the first 60 days immediately following the seating and swearing in of one or more new governing body members, and during such time MR. LAKAMPER is willing and able to perform his duties under this Agreement, then, CITY agrees to pay Severance in accordance with Section 11 plus salary and benefits in accordance with this agreement for any portion of the 60 days not worked.

- E. If MR. LAKAMPER is terminated because of a felony or relevant misdemeanor conviction, then the CITY is not obligated to pay severance under this section. A relevant misdemeanor under this provision shall include a misdemeanor impacting the character, credibility or ability of MR. LAKAMPER to effectively continue in the role of City Manager.
- F. The termination and severance of MR. LAKAMPER shall be in accordance with the "Separation Agreement" agreed to by CITY and MR. LAKAMPER.

SECTION 12. INDEMNIFICATION.

Beyond that required under Federal, State or Local Law, CITY shall defend, hold harmless and, indemnify MR LAKAMPER against any obligation to pay money or perform or no perform action, including without limitation any and all losses, damages, judgments, interests, settlements, penalties, fines, court costs and other reasonable costs and expenses of legal proceedings including attorney's fees, and any other liabilities arising from, related to, or connected with any tort, professional liability claim or demand or any other threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, arbitrative or investigation, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of MR. LAKAMPER's duties as City Manager, or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton conduct.

MR. LAKAMPER may request and CITY shall not unreasonably refuse to provide independent legal representation at CITY's expense and CITY may not unreasonably withhold approval. Legal representation, provided by CITY for MR. LAKAMPER shall extend until a final determination of the legal action including any appeals brought by either party.

The CITY shall indemnify MR. LAKAMPER against any and all losses, damages, judgments, interest, settlements, penalties, fines, court costs and other reasonable costs and expenses of legal proceedings including reasonable attorney's fees, and any other liabilities incurred by, imposed upon, or suffered by MR. LAKAMPER in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his duties.

Any settlement of any claim must be made with prior approval of the CITY in order for indemnification, as provided in this Section, to be available. MR. LAKAMPER recognizes that CITY shall have the right to compromise and unless MR. LAKAMPER is a party to the suit which MR. LAKAMPER shall have a veto authority over the settlement, settle any claim or suit; unless, said compromise or settlement is of a personal nature to MR. LAKAMPER. Further, CITY agrees to pay all reasonable litigation expenses of MR. LAKAMPER throughout the pendency of any litigation to which MR. LAKAMPER is a party, witness or advisor to the CITY. Such expense payments shall continue beyond MR. LAKAMPER's service to the CITY as long as litigation is pending. Further, CITY agrees to pay MR. LAKAMPER reasonable consulting fees and travel expenses when MR. LAKAMPER serves as a witness, advisor or consultant to CITY regarding pending litigation.

However, the CITY shall have no such obligation if MR. LAKAMPER did not act in good faith or knowingly violated applicable laws, rules, regulations, guidelines, orders, directives or policies. With respect to any criminal proceeding, the CITY shall have no obligation under this provision unless MR. LAKAMPER had reasonable cause to believe his conduct was lawful.

SECTION 13. BONDING.

The City shall bear the full cost of any fidelity or other bonds required of MR. LAKAMPER under any law or ordinance.

SECTION 14. OTHER TERMS AND CONDITIONS OF EMPLOYMENT.

- A. Additional Requirements. The Council, in consultation with MR. LAKAMPER, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to MR. LAKAMPER's performance, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, the City Code, or any other law.
- B. Rules Applicable. All provisions of the City Code, regulations, rules and policies of the CITY relating to vacation, personal and sick leave, retirement and pension system contributions, holidays and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to MR. LAKAMPER as they would to other non-union CITY employees, except in the case of conflict with this Contract in which case this Contract shall control.

SECTION 15. NOTICES.

Notices pursuant to this Agreement shall be given by deposit and custody of the United States Postal Service, postage pre-paid addressed as follows:

- I. CITY: Mayor, City of Plainwell, 211 North Main Street, Plainwell, MI 49080.
- 2. MR. LAKAMPER: Justin. LAKAMPER,

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

SECTION 16. GENERAL PROVISIONS.

- A. INTERPRETATION. This is the entire agreement between the parties. It may not be amended except in writing and signed by both parties. The headings are for reference only and shall not affect the interpretation of this Agreement.
- B. BINDING. This agreement shall be binding upon and inure to the benefit MR. LAKAMPER's heirs and personal representative.
- C. SEVERABILITY. If any provision or any portion of this Agreement is held unconstitutional,

invalid or unenforceable, the remainder of this Agreement shall be deemed severable, shall not be affected and shall remain in full force and effect.

The parties have signed this Agreement as of the date first written above.

CITY OF PLAINWELL

JUSTIN. LAKAMPER

Brad Keeler, Mayor

Date: May 8, 2023

Brian Kelley, City Clerk/Finance Director/Treasurer

Date: May 8, 2023

City of Plainwell - Performance Appraisal

Evaluation Period 2022/2023 Fiscal year

City Manager



Rate each by putting a number in the box at the end of each sentence in each category

- 5 = **Excellent** (almost always exceeds the performance standard)
 - 4 = **Above average** (generally exceeds the performance standard)
 - 3 = **Average** (generally meets the performance standard)
 - 2 = **Below average** (usually does not meet the performance standard)
 - 1 = **Poor** (rarely meets the performance standard)
- Any item left blank will be interpreted as a score of “3 = Average”

I. MANAGEMENT and LEADERSHIP PRACTICES

A. Elected Body Relationships

1	Does not surprise board; all board members are informed of organization activities, progress and problems on a regular basis	
2	Is receptive to board member ideas and suggestions	
3	Makes sound recommendations for board action	
4	Effectively implements policy decisions of the board	
5	Facilitates the decision-making process for the board	
6	Follows up on all problems and issues brought to his or her attention	
7	Is nonpartisan; does not show favoritism	
8	Accepts responsibility	

Total

B. Organizational

1	Proposes organizational goals and objectives prior to each fiscal year	
2	Anticipates and plans well in advance	
3	Is progressive in attitude and action	
4	Follows through on set plans and deadlines	
5	Emphasizes development and enhancement of the skills of all employees	
6	Hires and retains competent staff members who know what is expected of them	
7	Delegates effectively	
8	Encourages high staff productivity and demands accountability	

Total

C. Community Relations

1	Is appropriately visible and active within the community	
2	Understands and is knowledgeable about the needs of the community	
3	Encourages and honestly considers community input	
4	Requests feedback from the community on the performance of the city	
5	Provides programs and services that are up to community standards and expectations	

Total

D. Fiscal Performance

1	Prepares and presents a long-range financial plan, which is updated as circumstances dictate	
2	Presents balanced annual budgets with programs and service levels clearly identified	
3	Recognizes and manages the budget within fiscal constraints	
4	Seeks all available funding sources	
5	Provides accurate and complete financial reports in a timely manner	

Total

E. Intergovernmental/Agency/Association Relationships

1	Participates in professional management and leadership organizations	
2	Effectively collaborates, coordinates, and communicates with other communities, regional associations, and similar organizations	

Total

F. Communication

1	Responds to all requests for information in a timely and thorough manner	
2	Responds to correspondence, phone calls, and requests for information in a timely and thorough manner	
3	Provides all necessary and required reports and records	
4	Ensures that information of general interest is current and timely, that website is up-to-date, and that available technology is used effectively	
5	Provides details about specific projects to those affected in a timely manner	

Total

G. Personal

1	Is ethical, honest, and of high integrity	
2	Projects professional demeanor and respect in all interactions	
3	Is cordial and approachable	

Total

II. SUGGESTED GOALS/TARGETS FROM LAST YEAR

A. Mill Development & Clean Up
B. Power Pole Removal & Relocation
C. Roads
D. Grants

II. SUGGESTED GOALS/TARGETS FROM FOR UPCOMING YEAR

A.
B.
C.
D.

III. WHAT SHOULD THE MANAGER START DOING, STOP DOING, AND CONTINUE DOING?

OVERALL EVALUATION

--

Print Board Member Name _____

Board Member Signature _____

Date _____

City Manager Performance Evaluation

City of _____

Evaluation period: _____ to _____

Governing Body Member's Name

Each member of the governing body should complete this evaluation form, sign it in the space below, and return it to _____. The deadline for submitting this performance evaluation is _____. Evaluations will be summarized and included on the agenda for discussion at the work session on _____.

Mayor's Signature

Date

Governing Body Member's Signature

Date Submitted

INSTRUCTIONS

This evaluation form contains ten categories of evaluation criteria. Each category contains a statement to describe a behavior standard in that category. For each statement, use the following scale to indicate your rating of the city manager's performance.

- 5 = Excellent** (almost always exceeds the performance standard)
- 4 = Above average** (generally exceeds the performance standard)
- 3 = Average** (generally meets the performance standard)
- 2 = Below average** (usually does not meet the performance standard)
- 1 = Poor** (rarely meets the performance standard)

Any item left blank will be interpreted as a score of "3 = Average"

This evaluation form also contains a provision for entering narrative comments, including an opportunity to enter responses to specific questions and an opportunity to list any comments you believe appropriate and pertinent to the rating period. Please write legibly.

Leave all pages of this evaluation form attached. Initial each page. Sign and date the cover page. On the date space of the cover page, enter the date the evaluation form was submitted. All evaluations presented prior to the deadline identified on the cover page will be summarized into a performance evaluation to be presented by the governing body to the city manager as part of the agenda for the meeting indicated on the cover page.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- _____ Diligent and thorough in the discharge of duties, "self-starter"
- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and will to adapt
- _____ Mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance and attitude appropriate for executive position

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by governing body members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the body as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

4. POLICY EXECUTION

- _____ Implements governing body actions in accordance with the intent of council
- _____ Supports the actions of the governing body after a decision has been reached, both inside and outside the organization
- _____ Understands, supports, and enforces local government's laws, policies, and ordinances
- _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness
- _____ Offers workable alternatives to the governing body for changes in law or policy when an existing policy or ordinance is no longer practical

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

5. REPORTING

- _____ Provides regular information and reports to the governing body concerning matters of importance to the local government, using the city charter as guide
- _____ Responds in a timely manner to requests from the governing body for special reports
- _____ Takes the initiative to provide information, advice, and recommendations to the governing body on matters that are non-routine and not administrative in nature
- _____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
- _____ Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

6. CITIZEN RELATIONS

- _____ Responsive to requests from citizens
- _____ Demonstrates a dedication to service to the community and its citizens
- _____ Maintains a nonpartisan approach in dealing with the news media
- _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests
- _____ Gives an appropriate effort to maintain citizen satisfaction with city services

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

7. STAFFING

- _____ Recruits and retains competent personnel for staff positions
- _____ Applies an appropriate level of supervision to improve any areas of substandard performance
- _____ Stays accurately informed and appropriately concerned about employee relations
- _____ Professionally manages the compensation and benefits plan
- _____ Promotes training and development opportunities for employees at all levels of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal city manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the city manager's office
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by council
- _____ Makes the best possible use of available funds, conscious of the need to operate the local government efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

10. COMMUNITY

- _____ Shares responsibility for addressing the difficult issues facing the city
- _____ Avoids unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the council address future needs and develop adequate plans to address long term trends
- _____ Cooperates with other regional, state and federal government agencies

Add the values from above and enter the subtotal _____ ÷ 5 = _____ score for this category

NARRATIVE EVALUATION

What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period? _____

What performance area(s) would you identify as most critical for improvement? _____

What constructive suggestions or assistance can you offer the manager to enhance performance? _____

What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period? _____

Investment Activity Report



“The Island City”

City of Plainwell

Investment Portfolio Detail - Unaudited

at: 04/30/2023

Brian Kelley, Finance Director/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: 2023.05.01 21:56:46 -04'00'

	Investment Type	CUSIP	Principal Purchase	Monthly Interest Earned	Institution or Bank	Contact Name and Number	Purchase Date	Maturity Date	Yield	Remaining Days to Maturity
1	Pooled Investment*	N/A	\$356,387	\$1,467.03	Michigan Class	Jeff Anderson - 616.244.9376	03/28/2016		5.02%	
2	730-Day CD	N/A	\$253,333	\$583.89	Grand River Bank	Christy Vierzen - 616.259.1322	06/10/2022	06/09/2024	2.75%	406
3	365-Day CD	N/A	\$85,526	\$0.00	First National Bank	Doug Johnson - 616.538.6040	11/16/2022	11/16/2023	3.89%	200
4	435-Day CD	N/A	\$63,517	\$79.08	First National Bank	Doug Johnson - 616.538.6040	04/05/2023	05/29/2024	4.33%	395
5	365-Day CD	N/A	\$202,134	\$0.00	First National Bank	Doug Johnson - 616.538.6040	09/27/2022	09/27/2023	3.21%	150
6	365-Day CD	N/A	\$250,000	\$0.00	Flagstar Bank	Lisa Powell - 616.285.2263	09/29/2022	09/29/2023	3.50%	152
7	365-Day CD	N/A	\$246,666	\$0.00	Northstar Bank	Julie Smith - 810.329.7104	10/03/2022	10/03/2023	2.75%	156
8	90-Day CD	N/A	\$21,233	\$52.07	Northstar Bank	Julie Smith - 810.329.7104	02/15/2023	05/16/2023	2.95%	16
9	6-month CD	N/A	\$50,848	\$175.29	Consumers Credit Union	Christopher Rusche - 616.208.1166	11/22/2022	05/22/2023	4.15%	22
10	6-month CD	N/A	\$50,848	\$175.29	Consumers Credit Union	Christopher Rusche - 616.208.1166	11/22/2022	05/22/2023	4.15%	22
11	9-month CD	N/A	\$164,561	\$547.50	Southern Michigan Bank & Trust	Aimee Kornowicz 269.279.3568	01/03/2023	10/03/2023	4.00%	156
12	9-month CD	N/A	\$40,850	\$135.91	Southern Michigan Bank & Trust	Aimee Kornowicz 269.279.3568	01/03/2023	10/03/2023	4.00%	156
13	9-month CD	N/A	\$5,902	\$19.63	Southern Michigan Bank & Trust	Aimee Kornowicz 269.279.3568	01/03/2023	10/03/2023	4.00%	156
14	365-Day CD	N/A	\$25,274	\$94.71	Horizon Bank	Tammy Kerr 616.214.3754	01/09/2023	01/09/2024	4.43%	254
15										

Total Investments: \$1,817,080.44 \$3,330.40 = Monthly investment interest

Average Yield: 3.79%

Cash Activity for the Month

Cash, beginning of month: \$1,907,678.68

\$1,839.00 = Monthly bank account interest

Cash, end of month: \$1,697,478.43

Cash and Investments, end of month: \$3,514,558.87 \$5,169.40 = Total monthly interest earned

Vacant, 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:

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

ESTIMATED CASH BALANCE/FUND BALANCE REPORT

MONTH ENDED: **4/30/2023**


% OF FISCAL YEAR: **83.29%**

*** - Amounts taken from audited financial statements as of June 30, 2022**

** - 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

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 AND INVESTED FUNDS BALANCE	FUND BALANCE	ACTUAL REVENUE YTD - CASH BASIS	ACTUAL EXPENSE YTD - CASH BASIS				
General	512,074	518,562	2,346,452	2,267,467	597,547	593,172	3,258,203	69.59%
Major Streets	200,745	243,284	315,276	244,594	313,966	324,982	967,238	25.29%
Local Streets	334,175	321,899	206,759	249,992	278,666	306,095	544,615	45.90%
Solid Waste	37,501	31,091	198,859	172,336	57,614	58,051	226,638	76.04%
Brownfield BRA	92,521	74,253	244,124	140,711	177,666	177,797	189,884	74.10%
Tax Increment TIFA	125,410	123,227	88,470	54,232	157,464	157,684	69,005	78.59%
Downtown DDA	90,322	87,380	78,902	57,807	108,475	109,926	74,395	77.70%
Stimulus Fund ARPA	397,887	967	9,652	-	10,619	407,539	398,591	0.00%
Revolving Loan	11,563	62,083	17,926	-	80,009	29,488	10,000	0.00%
Capital Improvement	49,405	49,405	96,154	72,031	73,528	73,528	110,869	64.97%
Fire Reserve	100,962	100,962	96,424	118,265	79,122	79,122	120,765	97.93%
Airport	40,059	47,892	67,255	68,411	46,736	36,492	80,749	84.72%
Sewer	1,082,130	1,075,055	1,313,626	1,518,835	869,846	851,754	1,608,797	94.41%
Water	326,364	264,009	719,851	756,023	227,837	249,934	1,366,641	55.32%
Motor Pool / Equipment	47,571	37,311	220,597	276,797	(18,889)	(31,149)	297,887	92.92%
OPEB**	76,460	76,460	43,014	42,820	76,654	90,143	54,492	78.58%
	3,525,149	3,113,840	6,063,341	6,040,319	3,136,861	3,514,559	9,378,769	64.40%

Vacant, 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:	Insert Signature:
	 Digitally signed by Brian Kelley Date: 2023.05.01 22:07:12 -04'00'

05/04/2023

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
INVOICE ENTRY DATES 04/21/2023 - 05/04/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
000002	AT&T		
	2696856824045	DPS LANDLINE 3/14 - 4/13/2023	63.11
TOTAL FOR: AT&T			63.11
000004	PLAINWELL AUTO SUPPLY INC		
	686969	DPW - DEF FOR TRUCK #19 AB	18.49
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			18.49
000009	CONSUMERS ENERGY		
	2023.4	CITY WIDE ELECTRIC SERVICE	12,798.79
TOTAL FOR: CONSUMERS ENERGY			12,798.79
000011	SHOPPERS GUIDE INC		
	2023.4	DPW - ARBOR DAY AD - DDA - SPRING FLING/MARKET AD	137.80
TOTAL FOR: SHOPPERS GUIDE INC			137.80
000034	VERIZON		
	9932134033	ALARM SERVICE - MARCH 11 TO APRIL 10, 2023	41.64
	9932742541	DPW/WR VERIZON ONE TALK 3/18 - 4/14/2023	170.60
	9933261679	CITY WIDE CELL PHONE SERVICE 3/247 - 4/23/2023	989.46
	9933261680	EOC/DPS PHONE SERVICE 3/24 - 4/23/2023	150.54
TOTAL FOR: VERIZON			1,352.24
000059	GOIN POSTAL LLC		
	17580	DPS - OFFICE/MAILING SUPPLIES KC	2.39
	18389	DPS - FIRE GEAR BRUCE KC	209.94
TOTAL FOR: GOIN POSTAL LLC			212.33
000087	BILL G BOMAR		
	2023.5	RETIREE HEALTH PREMIUM MAY 2023 BOMAR	500.00
TOTAL FOR: BILL G BOMAR			500.00
000104	HARDINGS MARKET 380		
	04/01/2023	Training	5.77
TOTAL FOR: HARDINGS MARKET 380			5.77
000117	ESRI, INC.		
	04/01/2023	GIS online renewal/online credits	120.00
TOTAL FOR: ESRI, INC.			120.00

000131	KEVIN CHRISTENSEN		
	2023.5	RETIREE PREMIUMS MAY 2023 CHRISTENSEN	193.10
TOTAL FOR: KEVIN CHRISTENSEN			193.10

000140	HACH CO		
	13550024	DPW - WATER TESTING SUPPLIES CP	581.95
TOTAL FOR: HACH CO			581.95

000153	FLEIS & VANDENBRINK INC		
	65563	WR - CONSTRUCTION PREP BP	820.00
	65619	ADMIN - FINAL ENGINEERING OLD ORCHARD UTILITY IMF	30,000.00
TOTAL FOR: FLEIS & VANDENBRINK INC			30,820.00

000155	BRAVE INDUSTRIAL FASTENER		
	163506	DPW - 3/4-10 ROD 12 FT HYDRANT	43.26
	163523	DPW - KOESTNER SERVICE REPAIR	5.89
TOTAL FOR: BRAVE INDUSTRIAL FASTENER			49.15

000164	ETNA SUPPLY CO INC		
	S104521852.015	DPW - 3 METERS FOR AMI PROJECT	660.00
TOTAL FOR: ETNA SUPPLY CO INC			660.00

000189	BRYAN POND		
	2023.5	WR - CLOTHING REIMBURSEMENT	389.02
TOTAL FOR: BRYAN POND			389.02

000282	OUDBIER INSTRUMENT CO INC		
	10443	WR - ADJUST VALES EAST DIGESTER BP	415.00
TOTAL FOR: OUDBIER INSTRUMENT CO INC			415.00

000348	KALAMAZOO LANDSCAPE SUPPLIES		
	IN0241297	DPW - 3 GARDEN BLEND FOR FLOWER BEDS/POTS DR	100.50
TOTAL FOR: KALAMAZOO LANDSCAPE SUPPLIES			100.50

000581	FADER EQUIPMENT INC		
	139278	DPW - V BELTS/WHEELS FOR ASPHALT EQUIP	317.66
TOTAL FOR: FADER EQUIPMENT INC			317.66

000708	CARLETON EQUIPMENT CO.		
	3268076	DPW - NEW SKID STEER WITH TRADE IN RN	36,705.10
TOTAL FOR: CARLETON EQUIPMENT CO.			36,705.10

000893	STEVE'S EXCAVATION		
	16175	DPW - 50 YARDS SAND	650.00
TOTAL FOR: STEVE'S EXCAVATION			650.00

000947	WYOMING ASPHALT PAVING INC.		
	2023-028	DPW - ASPHALT FOR STREET REPAIRS 4/22/2023	453.68
	2023-57	DPW - ASPHALT PURCHASES FOR TUSTINS REPAIR	62.16
	2023-58	DPW - ASPHALT FOR POTHOLE REPAIR	282.32
TOTAL FOR: WYOMING ASPHALT PAVING INC.			798.16
001081	MIKE BRUCE		
	2023.4	DPS - MEAL REIMBURSEMENT	24.22
	2023.5	DPS - MEAL REIMBURSEMENTS TRAINING	65.30
TOTAL FOR: MIKE BRUCE			89.52
001669	DR HOOKS SIGNS INC		
	141795	DPW - ARBOR DAY SIGN FOR SL TREE 2023 CP	23.00
TOTAL FOR: DR HOOKS SIGNS INC			23.00
001748	REPUBLIC SERVICES		
	0249-007855883	DPW TWO CONTAINER SERVICE 5/1 - 5/31/2023	256.67
	0249-007856220	WR TWO CONTAINER SERVICE 5/1 - 5/31/2023	243.36
TOTAL FOR: REPUBLIC SERVICES			500.03
002018	CDW-G		
	JD62618	ADMIN - NEW MONITORS 4 STATIONS BK	1,367.92
TOTAL FOR: CDW-G			1,367.92
002092	MULDER WATERPROOFING & SEALANT INC		
	19372	WR - REPAIR OF DYSTOR TANK BP	5,595.00
TOTAL FOR: MULDER WATERPROOFING & SEALANT INC			5,595.00
002106	ERIK WILSON		
	2023.5	ADMIN - APRIL 2023 CONSULTING	1,760.00
TOTAL FOR: ERIK WILSON			1,760.00
002116	CHARTER COMMUNICATIONS		
	0036867040723	AIRPORT INTERNET 4/7 - 5/6 /2023	84.00
TOTAL FOR: CHARTER COMMUNICATIONS			84.00
002246	ELHORN ENGINEERING CO.		
	296879	DPW - CHEMICALS FOR WELLS 4 & 7	1,003.00
TOTAL FOR: ELHORN ENGINEERING CO.			1,003.00
002402	STEENSMA LAWN & POWER EQUIPMENT		
	1016737	DPW - NEW EDGER RL	568.74
	1019210	DPW - BELT FOR MOWER #153 CP	139.09
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			707.83
002524	WOODWORK SPECIALTIES COMPANY		
	2304-871720	DPW - OFFICE WINDOW/DOOR MATERIALS	2,748.90

	2304-872602	DPW - WINDOW FOR OFFICE	100.00
	2304-872947	DPW - OFFICE WINDOW/SIDING	499.75
TOTAL FOR: WOODWORK SPECIALTIES COMPANY			3,348.65

002527	COPS HEALTH TRUST		
	2023.5.1	MAY 2023 DENTAL/VISION PREMIUMS	1,336.03
TOTAL FOR: COPS HEALTH TRUST			1,336.03

002540	SEWER EQUIPMENT CO OF AMERICA		
	04/01/2023	Relief valve	417.69
TOTAL FOR: SEWER EQUIPMENT CO OF AMERICA			417.69

002562	CITY OF ALLEGAN		
	0000011322	DPW - 1ST QUARTER 2023 WATER TESTING	520.00
TOTAL FOR: CITY OF ALLEGAN			520.00

002650	FUEL MANAGEMENT SYSTEM		
	192774	DPS FUEL FOR POLICE VEHICLES 4/15 - 4/30/2023	919.28
TOTAL FOR: FUEL MANAGEMENT SYSTEM			919.28

002658	BEAVER RESEARCH COMPANY		
	0356777-IN	DPW - DEGREASER/WEED KILLER	265.84
TOTAL FOR: BEAVER RESEARCH COMPANY			265.84

002703	CONTINENTAL LINEN SERVICES INC		
	3579619	DPW RUGS	43.02
	3579620	WR RUGS	19.68
TOTAL FOR: CONTINENTAL LINEN SERVICES INC			62.70

002869	PLUMMERS ENVIRONMENTAL SERVICES INC		
	23165247	WR - CLEANING E&W DIGESETERS & DYSTOR TANK OVER	41,250.00
TOTAL FOR: PLUMMERS ENVIRONMENTAL SERVICES INC			41,250.00

003081	GRIFFIN PEST SOLUTIONS INC		
	2023.5	DPW - ANNUAL TERMITE PROTECTION	344.00
	2352937	CITY HALL MONTHLY PEST CONTROL	189.25
TOTAL FOR: GRIFFIN PEST SOLUTIONS INC			533.25

004168	SBF ENTERPRISES		
	0137823	ADMIN - SUPPLIES/PRINTING UB APRIL 2023	257.91
	2023.04.28UB	POSTAGE FOR MAY 1 2023 UTILITY BILLS	579.10
TOTAL FOR: SBF ENTERPRISES			837.01

004179	MEEKHOF TIRE SALES & SERVICE INC		
	23-0157648-071	DPW - WHEELS/VALVE STEMS/DISMOUNT & MNT TRUCK	85.00
	23-0158641-074	DPW - TIRES/LABOR TRUCK #20	940.80
TOTAL FOR: MEEKHOF TIRE SALES & SERVICE INC			1,025.80

004195	NIEBOER HEATING & COOLING		
	139985	WR - REPLACE WATER HEATER BP	11,020.00
TOTAL FOR: NIEBOER HEATING & COOLING			11,020.00
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004205	HOEKSTRA ROOFING COMPANY INC.		
	18396	DPS - SERVICE CALL FOR LEAK/QUOTE	298.64
	18397	CITY HALL - LEAK REPAIR	356.20
TOTAL FOR: HOEKSTRA ROOFING COMPANY INC.			654.84
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004206	MADISON NATIONAL LIFE INSURANCE CO		
	1556238	MAY 2023 LIFE INSURANCE PREMIUMS	66.34
TOTAL FOR: MADISON NATIONAL LIFE INSURANCE CO			66.34
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004221	R.W. LAPINE INC		
	49138	CITY HALL SERVICE/FILTER CHANGE/TEMP RESET	414.00
TOTAL FOR: R.W. LAPINE INC			414.00
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004785	PRIORITY HEALTH		
	231060001678.	MAY 2023 HEALTH INSURANCE PREMIUMS	21,032.78
TOTAL FOR: PRIORITY HEALTH			21,032.78
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004803	ARROW ENERGY INC		
	140702	AIRPORT FUEL 100LL APRIL 2023	7,653.08
TOTAL FOR: ARROW ENERGY INC			7,653.08
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004850	FERGUSON		
	0175754	DPW - SUPPLIES FOR BANNISTER/KOESTNER REPAIR	264.96
	0176008	DPW - SUPPLIES FOR KOESTNER WATER SERVICE REPAIR	979.06
TOTAL FOR: FERGUSON			1,244.02
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004852	PACE ANALYTICAL SERVICES LLC		
	2350213877	WR - MERCURY TESTING APRIL 2023 BP	551.10
TOTAL FOR: PACE ANALYTICAL SERVICES LLC			551.10
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004855	PLAINWELL ACE HARDWARE		
	13081	DPW - LEAF RAKE HANDLE & SHOVEL HANDLE AS	31.58
	13083	DPW - RETURN LEAF RAKE HANDLE AB	(9.59)
	13084	DPW - MISC FASTENERS BANNISTER HYDRANT REPLACEN	38.83
	13090	DPW - RECIP BLADES FOR SHOP AS	47.98
	13091	DPW - 4 FURNACE FILTERS RL	51.96
	13109	DPW - PAINT SUPPLIES SHERWOOD BATHROOM AS	27.57
	13113	DPW - AAA BATTERIES TRUCK #5 WK	6.59
	13118	DPW - BLADES FOR PUSH MOWERS 153/155 AB	45.98
	13119	DPW - MARINE HOSE/BRASS FITTING/MISC WELL 4 WK	43.56
	13123	DPW - 5 PC MAXFIT POWER BIT TRUCK #5 WK	5.99
	13124	DPW - COUPLING/ICE MAKER KIT SHERWOOD DRINKING	23.98

13131		DPW - O RING (3) KENYON BATHROOM WK	2.37
13146		DPW - LYSOL WIPES CH ENTRY RL	7.59
13147		DPW - PIC HANGING STRIP CITY HALL AS	5.99
13148		DPW - AIR FRESHENER FOR CITY HALL RL	4.78
13176		DPW - MISS DIG PAINT WK	19.98
13177		DPW - BALL VALVE/UTILITY KNIFE IRRIGATION WK	7.98
13178		DPW - ROOFING NAILS FOR FRONT OFFICE JF	5.59
13188		DPW - GRASS MIX FOR YARD RESTORATION AS	109.99
13209		WR4 - PAINT/TURF BUILDER/SANITIZER BP	113.95
13211		DPW - MULCH FOR DPS	5.00
13218		DPW - MISC FASTENERES BOBCAT/SWEEPER DR	5.07
13220		DPW - POWER INVERTER (2) FOR WEEK WHIP BATTERIES	149.98
13232		DPW - CONCRETE MIX BANNISTER JF	6.59
13233		DPW - CONCRETE MIX BANNISTER JF	6.59
2023.4.27		DDA - GOLDEN TICKET REIMBURSEMENT DS	10.00
TOTAL FOR: PLAINWELL ACE HARDWARE			775.88

004894	ASCENSION MI EMPLOYER SOLUTIONS		
	503331	ADMIN - NEW EMPLOYEE SCREEN HOLLY AK	351.00
TOTAL FOR: ASCENSION MI EMPLOYER SOLUTIONS			351.00

004896	WALTERS SWEEPING		
	9217	DPW - SPRING STREET SWEEPING 2023 BN	9,200.00
TOTAL FOR: WALTERS SWEEPING			9,200.00

004907	F&V OPERATIONS AND RESOURCE MGMT		
	5919	WR - PUMP REPLACEMENT 12TH ST LIFT STATION	1,510.00
TOTAL FOR: F&V OPERATIONS AND RESOURCE MGMT			1,510.00

004913	JOSEPH CULVER		
	2023.5	DPS - MEALS REIMBURSEMENT TRAINING	58.34
TOTAL FOR: JOSEPH CULVER			58.34

005012	UNITED BANK		
	2023.04.19	RETURNED PAYMENT FEE	7.50
	2023.04.26	ACH FEES (2) - PAYROLL DIRECT DEPOSIT & UNION DUES	14.00
	2023.04.27	ACH FEES - UB POSTAGE / OPEB TRUST CONTRIBUTION /	21.00
	2023.04.28	ACH FEE - MAY 1 ACH PAYABLES	7.00
TOTAL FOR: UNITED BANK			49.50

005023	VAIRKKO TECHNOLOGIES, LLC		
	22736	APRIL 2023 EMPLOYEE TRAINING COURSE CONTENT	67.80
	22737	APRIL 2023 EMPLOYEE TRAINING SOFTWARE SUBSCRIPTI	97.80
TOTAL FOR: VAIRKKO TECHNOLOGIES, LLC			165.60

005038	BARNES & THORNBURG LLP		
	3087177	LEGAL SERVICES MARCH 2023	1,239.00

	3087178	PROFESSIONAL SERVICES MARCH 2023	5,634.50
TOTAL FOR: BARNES & THORNBURG LLP			6,873.50

005039	MULDER'S NURSERY LLC		
	71430	DPW - ARBOR DAY TREE/ 3 CITY REPLACEMENT TREES CF	735.97
TOTAL FOR: MULDER'S NURSERY LLC			735.97

005040	US INTERNET		
	3823395	SECURANCE EMAIL FILTERING 5/14 - 6/13/2023	70.00
TOTAL FOR: US INTERNET			70.00

005041	EVOQUA WATER TECHNOLOGIES		
	905841194	WR - DYSTOR COVER BP	190,873.20
	905854421	WR - ODOR CONTROL APRIL 2023	300.00
TOTAL FOR: EVOQUA WATER TECHNOLOGIES			191,173.20

005047	STAPLES, INC.		
	3535904693	ADMIN - FOLDERS/KEYBOARD PS/PAPER RB	96.07
	3535984861	ADMIN - DESK CHAIR FOR PS RB	299.99
	3536052396	DPS - COPY PAPER OL	40.67
TOTAL FOR: STAPLES, INC.			436.73

005049	QUADIENT FINANCE USA		
	2023.4	CITY HALL POSTAGE	950.00
TOTAL FOR: QUADIENT FINANCE USA			950.00

005064	R & R ASSESSING INC		
	2023.5	MAY 2023 ASSESSING SERVICES	1,625.00
TOTAL FOR: R & R ASSESSING INC			1,625.00

005090	BRADY ROBERTS		
	2023.5	DPS - MEAL/MILEAGE REIMBURSEMENT TRAINING	111.51
TOTAL FOR: BRADY ROBERTS			111.51

005094	HARRINGTON'S AUTO SERVICE		
	37272	WR - 2 NEW TIRES FOR MOWER BP	281.00
TOTAL FOR: HARRINGTON'S AUTO SERVICE			281.00

005102	JIM GAUTHIER		
	2023.5	AIRPORT SNOW REMOVAL 2022/2023 SEASON	1,100.00
TOTAL FOR: JIM GAUTHIER			1,100.00

005112	W & W COMMERCIAL CLEANING LLC		
	310	CITY HALL CLEANING APRIL 2023	175.00
TOTAL FOR: W & W COMMERCIAL CLEANING LLC			175.00

005113	JLC UNDERGROUND		

	245-M	DPW - DIRECTIONAL BORE KOESTNER WATER SERVICE	800.00
TOTAL FOR: JLC UNDERGROUND			800.00
005124	HEALTHEQUITY INC		
	2GZTRGF	APRIL 2023 HEALTHEQUITY FEES	14.00
TOTAL FOR: HEALTHEQUITY INC			14.00
005125	8X8 INC		
	3840209	CITY WIDE PHONES APRIL 2023	721.43
TOTAL FOR: 8X8 INC			721.43
005143	ELECTRIDUCT		
	04/01/2023	Containment border for wells 4&7	2,498.12
TOTAL FOR: ELECTRIDUCT			2,498.12
005144	POWERDMS, INC.		
	Q-202689	DPS - LICENSING/ACCREDITATION KC	550.00
TOTAL FOR: POWERDMS, INC.			550.00
CC MISC VENDOR			
	04/01/2023	Skirt clips for coucil table	43.37
	04/01/2023	Wireless keyboard and mouse	86.97
	04/01/2023	Banner for ladies night	150.00
	04/03/2023	Webcam hosting April - June 2023	44.85
	04/03/2023	Refund for overcharge	(117.69)
	04/06/2023	Monthly constant contact support	45.00
	04/07/2023	One year subscription 4/7/2023 - 4/6/2024	158.89
	04/07/2023	Park reservations holders	141.96
	04/17/2023	Lunch for CM interviews	144.75
	04/19/2023	Webcam/mouse/keyboard for city managers office	109.98
TOTAL FOR: MISC VENDOR			808.08
COPEFT	CITY OF PLAINWELL		
	2023.05	MAY 2023 CITY UTILITY BILLS - APRIL 2023 USAGE	626.94
TOTAL FOR: CITY OF PLAINWELL			626.94
OPEBEFT	CONSTELLATION TRUST COMPANY		
	2022OPEBTRUST	2022 OPEB TRUST CONTRIBUTION PER ACTUARIES	15,528.00
TOTAL FOR: CONSTELLATION TRUST COMPANY			15,528.00
REFUND UB	ESHBAUGH, RUTH		
	04/27/2023	UB refund for account: 04-00056200-00	6.91
TOTAL FOR: ESHBAUGH, RUTH			6.91

TOTAL - ALL VENDORS

428,366.59

INVOICE AUTHORIZATION

Person Compiling Report

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

Insert Signature:

**Roxanne
Branch**

Digitally signed by Roxanne Branch
Date: 2023.05.04
14:01:02 -04'00'

Brian Kelley, Finance Director/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: 2023.05.05
20:09:47 -04'00'

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: 2023.05.05
07:18:54 -04'00'

Kevin Callahan, 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:

**Kevin A
Callahan**

Digitally signed by Kevin A Callahan
Date: 2023.05.04
15:59:31 -04'00'

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:

**Robert
Nieuwenhuis**

Digitally signed by Robert Nieuwenhuis
Date: 2023.05.04
14:18:04 -04'00'

Vacant, 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:

05/05/2023

CHECK REGISTER FOR CITY OF PLAINWELL
CHECK NUMBERS 25948 - 25949

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank UBAP United Bank - General Checking					
Check Type: Paper Check					
05/08/2023	UBAP	25948	CRA 200 ALLEGAN STREET LLC	2013 REIMBURSEMENT AGREEMENT - 2022 WINTER	11,519.35
05/08/2023	UBAP	25949	WALSH MUNICIPAL SERVICES	CITY MANAGER SEARCH FINAL PAYMENT	5,000.00
Total Paper Check:					16,519.35
UBAP TOTALS:					
Total of 2 Checks:					16,519.35
Less 0 Void Checks:					0.00
Total of 2 Disbursements:					16,519.35

Off Cycle Payment Authorization

Brian Kelley, City 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: 2023.05.05 20:06:44 -04'00'

Vacant, 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:

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) March 31, 2023 application requesting the Commission to: 1) approve the January 2022 through December 2022 Power Supply Cost Recovery (PSCR) reconciliation as proposed by Consumers Energy; 2) approve Consumers Energy's proposal to roll in the prior year's total net PSCR over-recovery; 3) approve the reconciliation of the Financial Compensation Mechanism (FCM) amounts collected in 2022; 4) approve the proposed 2025 FCM surcharges, including Consumers Energy's proposed method for incorporating the total FCM over-recovery into the calculation of the 2025 FCM surcharges; and 5) grant Consumers Energy other and further relief.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by May 3, 2023. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. U-21049. Statements may be emailed to: mpscedockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, and R 792.10401 through R 792.10448.

**THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE,
REJECT, OR AMEND PROPOSALS MADE BY CONSUMERS ENERGY.**

2303-E

STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE GAS CUSTOMERS OF
MICHIGAN GAS UTILITIES CORPORATION
CASE NO. U-21318

Received

APR 26 2023

City of Plainwell
Office of the City Clerk

- Michigan Gas Utilities Corporation requests Michigan Public Service Commission's approval of the reconciliation of its Energy Waste Reduction costs and revenues for the period ended December 31, 2022.
- The information below describes how a person may participate in this case.
- You may call or write Michigan Gas Utilities Corporation, 899 S. Telegraph Rd., Monroe, MI 48161, (734) 457-6137 for a free copy of its application. Any person may review the documents at the offices of Michigan Gas Utilities Corporation or on the Commission's website at: michigan.gov/mpscedockets.
- A pre-hearing will be held:

DATE/TIME: Thursday, May 11, 2023 at 10:00 AM

BEFORE: Administrative Law Judge Katherine Talbot

LOCATION: Video/Teleconferencing

PARTICIPATION: Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8096, or by email at mpscedockets@michigan.gov in advance of the hearing.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Michigan Gas Utilities Corporation's (MGUC) March 15, 2023 application requesting the Commission to: 1) approve the reconciliation of the 12-month Energy Waste Reduction (EWR) surcharge revenues and expenses ending December 31, 2022, as presented by MGUC; 2) determine that MGUC's EWR surcharge revenues for the 12-month period ending December 31, 2022 were properly recovered; 3) authorize MGUC to roll-in the total net over-recovery of \$223,351 into the beginning balance of its 2023 EWR reconciliation; and 4) grant MGUC other and further authority.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by May 4, 2023. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Michigan Gas Utilities Corporation's attorney, Sherri A. Wellman, One Michigan Ave., Ste. 900, Lansing, MI 48933.

The prehearing is scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-21318**. Statements may be emailed to: mpscedockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 2008 PA 295, as amended, MCL 460.1001 et seq., and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

Reports & Communications:

A. DPW – Fencing at Hicks Park & Mill Property

The shrubbery in Hicks Park along the sidewalk bordering M-89 needs replacement. For aesthetics and longevity, the administration recommends black-coated chain link fence as a replacement rather than new shrubbery, which will take time to fill need and need additional maintenance. Additionally, a fence needs to be installed between Building 2 of the Mill and the river, prior to the Island City Festival.

Recommended action: Consider approving a project with Backyard Fencing LLC to install black-coated chain link fencing in Hicks Park and on the North Side of the Mill property at a cost not to exceed \$8,900.

B. DPW – Mill Freight Elevator

Great Lakes Elevator is the city's contractor for elevator maintenance. The freight elevator needs a three-year certification, which will assist in development of the mill. The quote presented to Council at the April 24, 2023 Meeting was for a passenger elevator, not a freight elevator. The modified quote increases the cost of the project from \$6,500 to \$14,000 because the weights needed for testing and certification.

Recommended action: Consider modifying the approved cost of a three-year certification with Great Lakes Elevator for the freight elevator in the mill to the amount of \$14,000.00.

C. DPW – Street Sweeping Removal Disposal Fees

Council recently approved the street sweeping disposal fees of \$7,500. The April 2023 street sweepings generated another decent-sized pile to be disposed of and the previous pile has not yet been hauled away. Since the product had previously been tested and can be deposited at the Kent County Landfill. Rather than scheduling a second round of hauling with H&K Trucking, the administration recommends hauling the new and the previous street sweepings at the same time. As a result, the approximate cost of hauling increased to \$4,500.00 and the estimated cost of the disposal fees, based on weight, increased to \$15,000.

Recommended action: Consider approving disposal fees to Kent County Landfill in an amount not to exceed \$7,500.00 for disposal of street sweeping debris.

D. City Manager Contract

At the April 22, 2023 Special Meeting, City Council extended a conditional offer of employment to Justin Lakamper for Plainwell City Manager. Walsh Municipal Services reported a successful background check and the draft contract included in the Council Packet has been agreed to by all involved.

Recommended action: Consider approving a 3-year employment contract with Justin Lakamper for Plainwell City Manager, beginning June 12, 2023.

E. City Manager Evaluation Process

The City Manager's contract ties pay increases to a "favorable performance review", which provides opportunity for Council to review its process for evaluating the City Manager. The current evaluation form along with an ICMA evaluation form have been provided to Council for possible changes.

Recommended action: Consider any possible changes to the process of evaluating the City Manager.

F. Setting a Special Council Meeting – May 15, 2023 7pm

The City Administration requests a special meeting to discuss proposed water rate changes and to present a preliminary 2023/2024 city budget.

Recommended action: Consider setting a special meeting for May 15, 2023 at 7pm.

Reminder of Upcoming Meetings

- May 9, 2023 – Plainwell DDA/BRA/TIFA – 7:30am
- May 11, 2023 – Plainwell Parks & Trees – 5:00pm
- May 19, 2023 – Plainwell Planning Commission – 6:30pm
- **May 22, 2023 – Plainwell City Council – 7:00pm**

Non-Agenda Items / Materials Transmitted

- Notice of Public Hearing – Consumers Energy – May 10, 2023 10:30am
- Notice of Public Hearing – Michigan Gas Utilities – May 11, 2023 10:00am