

# City of Plainwell



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

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

“The Island City”

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## AGENDA

**Plainwell City Council**  
**Monday, July 08, 2024 - 7:00PM**  
**Plainwell City Hall Council Chambers**

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes – 06/24/2024 Regular Meeting**
6. **General Public Comments**
7. **County Commissioner Report**
8. **Agenda Approval**
9. **Mayor’s Report**
10. **Recommendations and Reports:**
  - A. **USA Earthworks LLC Pay Application #3 – Old Orchard Project**

Council will consider approving Pay Application #3 for USA Earthworks LLC in the amount of \$22,568.92 for work done on the Old Orchard Project.
  - B. **Annual Lexipol Software Renewal**

Council will consider approving the renewal of Lexipol Policy Software for the Public Safety Department in the amount of \$7,518.78.
  - C. **Computer Purchase**

Council will consider approving the purchase of seven computers and nine monitors from CDW-G, using MiDeal pricing and installation from Clark Technical Services at a total project cost not to exceed \$14,000.00.
  - D. **Annual Purchase of Ferric Chloride**

Council will consider approving the purchase of ferric chloride from Alexander Chemical Corporation for \$31,860.00.
  - E. **Annual Purchase of Chlorine Gas and Sulfur Dioxide**

Council will consider approving the purchase of chlorine gas and sulfur dioxide from Alexander Chemical Corporation for \$9,417.00.
11. **Communications:** The June Investment and Fund Balance Reports, the draft 6/11/24 DDA/BRA/TIFA meeting minutes and the draft 6/13/24 Parks & Trees meeting minutes.
12. **Accounts Payable - \$235,107.82**
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.**  
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**MINUTES**  
**Plainwell City Council**  
**June 24, 2024**

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Invocation: Given by Brian Warren of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, 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 06/10/2024 regular meeting and the 06/18/2024 special meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment:  
Emily Jipp introduced herself and stated she is running for Circuit Court Judge.  
Marilyn Hess introduced herself and spoke in support of Alice Bernal, who is running for Circuit Court Judge.  
Judge Michael Buck introduced himself and also spoke in support of Alice Bernal.
7. County Commissioner Report: Commission Dugan gave an update on happenings throughout Allegan County.
8. Agenda approval:  
**A motion by Steele, seconded by Overhuel, to approve the Agenda for the June 24, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: None.
10. Recommendations and Reports:
  - A. Clerk Leonard stated that several board members' terms end June 30, 2024. She confirmed that these candidates were willing to serve another term. There are two new board members.  
**A motion by Overhuel, seconded by Steele, confirming the Mayor's appointment of several community members to various boards and commissions. On a roll call vote, all voted in favor. Motion passed.**
  - B. Finance Director/Treasurer Kelley discussed amendments to the 2023/2024 City Budget, a housekeeping item accounting for budgetary shifts and/or projects from the previous yearly budget.  
**A motion by Keeney, seconded by Wisnaski, approving budget amendments as presented. On a roll call vote, all voted in favor. Motion passed.**
  - C. City Manager Lakamper discussed water and waste water rates for the new budget year.  
**A motion by Keeney, seconded by Wisnaski, to adopt Resolution 2024-13 to establish water and wastewater rates for Fiscal Year 2024/2025. On a roll call vote, all voted in favor. Motion passed.**
  - D. Finance Director/Treasurer Kelley discussed recycling and bulk trash rates for the new budget year.  
**A motion by Wisnaski, seconded by Keeney, to adopt Resolution 2024-14 to establish recycling and bulk trash rates for Fiscal Year 2024/2025. On a roll call vote, all voted in favor. Motion passed.**
  - E. City Manager Lakamper discussed fines and fees for the new budget year, noting that fees/fines remain unchanged from the previous year.

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**A motion by Steele, seconded by Overhuel, to adopt Resolution 2024-15 to set city wide general fines and fees beginning July 1, 2024 for Fiscal Year 2024/2025. On a roll call vote, all voted in favor. Motion passed.**

- F. **A motion by Overhuel, seconded by Steele, to open a Public Hearing at 7:30pm for consideration of the 2024/2025 City Budget. On a voice vote, all in favor. Motion passed.**  
City Manager Lakamper gave a presentation on the 2024/2025 City Budget.

**No public comment.**

**A motion by Steele, seconded by Overhuel, to close the Public Hearing at 7:38pm. On a voice vote, all in favor. Motion passed.**

**A motion by Steele, seconded by Overhuel, to adopt Resolution 2024-16 General Appropriations Act and Resolution 2024-17 Special and Operating Funds Appropriations Act, approving the Plainwell City Budget for Fiscal Year 2024/2025. On a roll call vote, all in favor. Motion passed.**

- G. Finance Director/Treasurer Kelley presented a listing of blanket purchase orders for approval for fiscal year 2025. These items are for previously approved contracts, sole-source purchases or blankets for reoccurring purchases of less than \$5,500 each to preferred vendors.

**A motion by Wisnaski, seconded by Keeney, to approve 24 confirming and blanket purchase orders for Fiscal Year 2025 as presented. On a roll call vote, all voted in favor. Motion passed.**

- H. City Manager Lakamper discussed health insurance options available to the City.

**A motion by Keeney, seconded by Wisnaski, to adopt Resolution 2024-18 approving the 80/20 Employer/Employee Health Care Cost Option for Fiscal Year 2024/2025. On a roll call vote, all voted in favor. Motion passed.**

- I. City Manager Lakamper discussed the sale of one acre of Mill property to local business owner David Steffens. David spoke to Council about his intention to build a new NAPA store, sharing some plans and ideas that he had. He stated that access to the new building would be off Island Ave.

**A motion by Wisnaski, seconded by Keeney, to approve the sale of approximately 1 acre of real property as depicted in exhibit A of the purchase agreement with a permanent parent parcel ID# of 55-030-076-02 and authorize the City Manager and City Clerk to enter into a purchase/sale agreement for the property. Further authorize the City Manager and City Clerk to execute any documents or other agreements necessary to close on the sale of the property. Further authorize the City Manager and City Attorney to take any steps reasonably necessary to effectuate the sale of the Property subject to this motion. On a roll call vote, all voted in favor. Motion passed.**

11. Communications:

**A motion by Steele, seconded by Overhuel, to accept and place on file the May 2024 Department of Public Safety report, the draft 6/13/24 Parks & Trees meeting minutes and the draft 6/19/24 Planning Commission meeting minutes. 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 \$470,261.52 for payment of the same. On a roll call vote, all voted in favor. Motion passed.**

13. Public Comments:

Elizabeth Peterson introduced herself and stated she is running for Circuit Court Judge.  
Alice Bernal introduced herself and stated she is running for Circuit Court Judge.

14. Staff Comments:

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Treasurer/Finance Director Kelley stated he is finishing up summer property taxes, and tax bills will be mailed soon.

Personnel Coordinator Kersten had nothing to report.

Superintendent Nieuwenhuis shared the Old Orchard project is moving along well, and he is happy with the City flowers.

Community Development Manager Siegel stated that she continues to focus on necessary items for RRC certification for the City, and local event planning. She met with Comstock DDA members to discuss Plainwell's flower baskets and irrigation system across the local bridges.

Superintendent Pond introduced Deputy Water Renewal Superintendent Luke Keiser, who thanked the City for having him.

Clerk Leonard shared that her training last week went well, and she is looking forward to the August election.

Manager Lakamper thanked Finance Director/Treasure Kelley for his hard worked on the City budget. He shared that the William Crispe house sale is complete, and that Meszaros had inquired about utility connection for their building. He applauded Superintendent Nieuwenhuis for his efforts at the Old Orchard water main break that occurred earlier in the day, stating that Bob was neck deep in water, getting it repaired as quickly as possible. He discussed interest in selling Well 5 property, but noted an issue with deeded access.

15. **A motion by Steele, seconded by Wisnaski, to meet in closed session as permitted under section 8(a) of the Open Meetings Act to consider a periodic personnel evaluation of a public employee if the named individual requests a closed hearing at 8:13pm. On a voice vote, all voted in favor. Motion passed.**

**A motion by Steele, seconded by Overhuel, to return to Open Session at 8:28pm. On a voice vote, all voted in favor. Motion passed.**

16. Council Comments:

Mayor Pro-Tem Steele sends condolences to the Kuitert and Dee families.

17. Adjournment:

**A motion by Wisnaski, seconded by Overhuel, to adjourn the meeting at 8:29pm. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
JoAnn Leonard  
City Clerk

MINUTES APPROVED BY CITY COUNCIL  
July 8, 2024

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JoAnn Leonard, City Clerk



## “The Island City”

## MEMORANDUM

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

TO: City Council / Justin Lakamper, City Manager  
FROM: Brian Kelley, Finance Director / City Treasurer  
DATE: July 1, 2024  
SUBJECT: USA Earthworks LLC Pay Application #3 – Old Orchard Project

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**SUGGESTED MOTION:** I motion to approve Pay Application #3 for USA Earthworks LLC in the amount of \$22,568.92 for work on the Old Orchard Project.

**BACKGROUND INFORMATION:** On December 28, 2023, City Council approved a bid from USA Earthworks LLC for water/sewer/street improvements in the Old Orchard neighborhood. The work began on April 1, 2024 and will continue through the summer. USA Earthworks will submit pay applications monthly.

**ANALYSIS:** Pay Application #1 was approved on May 13, 2024. Pay Application #2 was approved on June 14, 2024. The city’s engineering firm, Fleis & Vandenbrink, has reviewed the third application and recommends approval and payment of the \$322,568.92 outlined in the Pay Application. City Administration has reviewed the application and concurs with the recommendation to pay.

It is recommended that City Council approve Pay Application #3.

**BUDGET IMPACT:** The project has been budgeted for and proceeds from the sale of bond are available to make payment.



Progress Estimate - Unit Price

Owner: City of Plainwell  
 Engineer: Fleis & Vandenbrink  
 Contractor: USA Earthworks LLC  
 Project: Old Orchard Neighborhood Sanitary Sewer Extension and Water Main Upgrades

Engineers Project Number 852650  
 Application From 5/18/2024 to 6/21/2024  
 Application Date 6/25/2024

Original Bid with Original Quantities (quantity changes in bold)										Pay App 6/25		Complete to date		Percent Complete	Balance to Finish
1	General Conditions, Bonds, and Insurance, Max 10%	LSum	1	\$ 94012.00	\$ 94,012.00					\$ -	-	0.5	\$ 47,006.00	50.00%	\$ 47,006.00
2	Pre-Construction Video Survey	LSum	1	\$ 2725.00	\$ 2,725.00					\$ -	-	1	\$ 2,725.00	100.00%	\$ -
3	Clearing	Acre	0.5	\$ 18150.00	\$ 9,075.00					\$ 3,630.00	0.2	0.5	\$ 9,075.00	100.00%	\$ -
4	Tree, Rem, 6 inch to 18 inch	Ea	7	\$ 550.00	\$ 3,850.00					\$ -	-		\$ -	0.00%	\$ 3,850.00
5	Curb & Gutter, Rem	Ft	110	\$ 20.50	\$ 2,255.00					\$ -	-	80	\$ 1,640.00	72.73%	\$ 615.00
6	Concrete Drive, Rem	Syd	800	\$ 10.00	\$ 8,000.00					\$ -	-		\$ -	0.00%	\$ 8,000.00
7	Culv, Rem, Less Than 24 inch	Ea	5	\$ 700.00	\$ 3,500.00					\$ -	-		\$ -	0.00%	\$ 3,500.00
8	Subgrade Undercutting, Type II	Cyd	100	\$ 29.25	\$ 2,925.00					\$ -	-		\$ -	0.00%	\$ 2,925.00
9	Subbase, CIP	Cyd	6,800	\$ 18.00	\$ 122,400.00					\$ -	-		\$ -	0.00%	\$ 122,400.00
10	Aggregate Base, 8 inch	Syd	21,000	\$ 8.67	\$ 182,070.00					\$ -	-		\$ -	0.00%	\$ 182,070.00
11	Maintenance Gravel	Cyd	450	\$ 3.00	\$ 1,350.00					\$ -	-		\$ -	0.00%	\$ 1,350.00
12	Approach CI I, 6 inch	Syd	3,300	\$ 11.75	\$ 38,775.00					\$ -	-		\$ -	0.00%	\$ 38,775.00
13	Approach CI II, 6 inch	Syd	290	\$ 19.00	\$ 5,510.00					\$ -	-		\$ -	0.00%	\$ 5,510.00
14	Culv End Sect, 12 inch	Ea	10	\$ 458.50	\$ 4,585.00					\$ -	-		\$ -	0.00%	\$ 4,585.00
15	Culv, HDPE, 12 inch	Ft	100	\$ 29.75	\$ 2,975.00					\$ -	-		\$ -	0.00%	\$ 2,975.00
16	Culv, Conc, 12 inch	Ft	30	\$ 57.50	\$ 1,725.00					\$ -	-		\$ -	0.00%	\$ 1,725.00
17	Dr Structure Cover, Adj	Ea	10	\$ 1100.00	\$ 11,000.00					\$ -	-		\$ -	0.00%	\$ 11,000.00
18	HMA Surface, Rem	Syd	23,000	\$ 1.00	\$ 23,000.00					\$ 5,000.00	5000	16734	\$ 16,734.00	72.76%	\$ 6,266.00
19	Roadway Grading	Sta	73.0	\$ 1246.00	\$ 90,958.00					\$ -	-		\$ -	0.00%	\$ 90,958.00
20	HMA, 5EL	Ton	3,700	\$ 101.00	\$ 373,700.00					\$ -	-		\$ -	0.00%	\$ 373,700.00

21	HMA Approach	Ton	600	\$ 132.00	\$ 79,200.00		\$ -		\$ -	0.00%	\$ 79,200.00
22	Driveway Nonreinf, Conc, 6 inch	Syd	670	\$ 80.00	\$ 53,600.00		\$ -		\$ -	0.00%	\$ 53,600.00
23	HMA Valley Gutter	Ft	200	\$ 2.25	\$ 450.00		\$ -		\$ -	0.00%	\$ 450.00
24	HMA Spillway	Ea	1	\$ 550.00	\$ 550.00		\$ -		\$ -	0.00%	\$ 550.00
25	Curb and Gutter, Conc, Det F4	Ft	110	\$ 40.00	\$ 4,400.00		\$ -		\$ -	0.00%	\$ 4,400.00
26	Traffic Control	Lsum	1	\$ 26008.00	\$ 26,008.00		\$ -	0.6	\$ 15,604.80	60.00%	\$ 10,403.20
27	Surface Restoration	Syd	19,338	\$ 7.25	\$ 140,200.50		\$ -		\$ -	0.00%	\$ 140,200.50
28	Monument Box Preservation	Ea	8	\$ 2000.00	\$ 16,000.00		\$ -		\$ -	0.00%	\$ 16,000.00
29	Monument Box	Ea	8	\$ 500.00	\$ 4,000.00		\$ -		\$ -	0.00%	\$ 4,000.00
30	Trench Undercut and Backfill	Cyd	250	\$ 31.00	\$ 7,750.00		\$ -		\$ -	0.00%	\$ 7,750.00
31	Post, Mailbox	Ea	15	\$ 125.00	\$ 1,875.00		\$ -		\$ -	0.00%	\$ 1,875.00
32	Water Main, 6 inch	Ft	210	\$ 68.00	\$ 14,280.00		\$ -	75	\$ 5,100.00	35.71%	\$ 9,180.00
33	Water Main, 8 inch	Ft	7,900	\$ 71.00	\$ 560,900.00		\$ -	4525	\$ 321,275.00	57.28%	\$ 239,625.00
34	Water Service, 1 inch	Ft	3,300	\$ 26.00	\$ 85,800.00	188	\$ 4,888.00	188	\$ 4,888.00	5.70%	\$ 80,912.00
35	45 Deg Bend, 6 inch	Ea	12	\$ 790.00	\$ 9,480.00		\$ -	1	\$ 790.00	8.33%	\$ 8,690.00
36	11.25 Deg Bend, 8 inch	Ea	5	\$ 869.00	\$ 4,345.00		\$ -	3	\$ 2,607.00	60.00%	\$ 1,738.00
37	22.5 Deg Bend, 8 inch	Ea	5	\$ 885.00	\$ 4,425.00		\$ -	2	\$ 1,770.00	40.00%	\$ 2,655.00
38	45 Deg Bend, 8 inch	Ea	45	\$ 888.00	\$ 39,960.00		\$ -	28	\$ 24,864.00	62.22%	\$ 15,096.00
39	8 inch x 8 inch x 6 inch Tee	Ea	12	\$ 1067.00	\$ 12,804.00		\$ -	5	\$ 5,335.00	41.67%	\$ 7,469.00
40	8 inch x 8 inch x 8 inch Tee	Ea	7	\$ 1120.00	\$ 7,840.00		\$ -	4	\$ 4,480.00	57.14%	\$ 3,360.00
41	8 inch Cross	Ea	2	\$ 1362.00	\$ 2,724.00		\$ -	2	\$ 2,724.00	100.00%	\$ -
42	Connect to Existing Water Main	Ea	7	\$ 1435.00	\$ 10,045.00		\$ -	1	\$ 1,435.00	14.29%	\$ 8,610.00
43	Corp Stop, Curb Stop & Box, 1 inch	Ea	110	\$ 760.00	\$ 83,600.00	8	\$ 6,080.00	8	\$ 6,080.00	7.27%	\$ 77,520.00
44	Cut and Plug Existing Water Main	Ea	5	\$ 1255.00	\$ 6,275.00		\$ -		\$ -	0.00%	\$ 6,275.00
45	Gate Valve & Box, Remove	Ea	20	\$ 400.00	\$ 8,000.00		\$ -		\$ -	0.00%	\$ 8,000.00
46	Gate Valve & Box, 6 inch	Ea	12	\$ 1793.00	\$ 21,516.00		\$ -		\$ -	0.00%	\$ 21,516.00



47	Gate Valve & Box, 8 inch	Ea	26	\$ 2350.00	\$ 61,100.00		\$ -	13	\$ 30,550.00	50.00%	\$ 30,550.00			
48	Hydrant	Ea	12	\$ 6654.00	\$ 79,848.00		\$ -	6	\$ 39,924.00	50.00%	\$ 39,924.00			
49	Remove Hydrant	Ea	11	\$ 1090.00	\$ 11,990.00		\$ -		\$ -	0.00%	\$ 11,990.00			
50	Water Service, Connect	Ea	110	\$ 229.00	\$ 25,190.00	8	\$ 1,832.00	8	\$ 1,832.00	7.27%	\$ 23,358.00			
51	Clean and Televis Ex San Sewer	Ea	1	\$ 10000.00	\$ 10,000.00		\$ -		\$ -	0.00%	\$ 10,000.00			
52	Abandon and Fill Ex San Sewer	Ea	1	\$ 10044.00	\$ 10,044.00		\$ -		\$ -	0.00%	\$ 10,044.00			
53	San Sewer, 8 inch	Ft	3,992	\$ 94.00	\$ 375,248.00	1734	\$ 162,996.00	2027	\$ 190,538.00	50.78%	\$ 184,710.00			
54	San Sewer, 10 inch	Ft	80	\$ 119.00	\$ 9,520.00		\$ -		\$ -	0.00%	\$ 9,520.00			
55	San Sewer Horizontal Directional Drill, 10 inch	Ft	0	\$ 450.00	\$ -		\$ -		\$ -	#DIV/0!	\$ -			
56	Sanitary Lateral, 6 inch	Ft	2,286	\$ 61.00	\$ 139,446.00	742	\$ 45,262.00	907	\$ 55,327.00	39.68%	\$ 84,119.00			
57	Dr Structure Tap, Sanitary, 8 inch	Ea	2	\$ 1000.00	\$ 2,000.00		\$ -	1	\$ 1,000.00	50.00%	\$ 1,000.00			
58	Dr Structure Tap, Sanitary, Drop, 8 inch	Ea	1	\$ 3163.00	\$ 3,163.00		\$ -		\$ -	0.00%	\$ 3,163.00			
59	San MH, 48 inch Dia	Ea	20	\$ 4715.00	\$ 94,300.00	11	\$ 51,865.00	12	\$ 56,580.00	60.00%	\$ 37,720.00			
60	Wye, 8 inch x 6 inch	Ea	60	\$ 472.00	\$ 28,320.00	25	\$ 11,800.00	31	\$ 14,632.00	51.67%	\$ 13,688.00			
61	Remove and Replace Chain Link Fence and Gate	Ft	80	\$ 47.50	\$ 3,800.00		\$ -		\$ -	0.00%	\$ 3,800.00			
62	5' x 6' Chain Link Fence Gate	Ea	1	\$ 570.00	\$ 570.00		\$ -		\$ -	0.00%	\$ 570.00			
63	Remove Existing Shed	Ea	1	\$ 3500.00	\$ 3,500.00		\$ -		\$ -	0.00%	\$ 3,500.00			
64	Soil Erosion and Sedimentation Control	LSum	1	\$ 32000.00	\$ 32,000.00		\$ -		\$ -	0.00%	\$ 32,000.00			
CO1-1	Wye, 8 inch x 6 inch, cut in	Ea	2	\$ 2,200.00	\$ 4,400.00	2	\$ 4,400.00	2	\$ 4,400.00	100.00%	\$ -			
CO2-1	Mobilization for Directional Drill	LSum	1	\$ 15,818.94	\$ 15,818.94		\$ -	1	\$ 15,818.94	100.00%	\$ -			
CO2-2	Haul / Handle Soils (LM)	Cyd	4883	\$ 11.24	\$ 54,884.92	4883	\$ 54,884.92	4883	\$ 54,884.92	100.00%	\$ -			
CO2-3	Manhole Base, 48 inch	Ea	3	\$ 1,924.00	\$ 5,772.00	3	\$ 5,772.00	3	\$ 5,772.00	100.00%	\$ -			
Total of All Unit Price Bid Items:											\$ 3,161,332.36	\$ 945,391.66	29.90%	\$ 2,215,940.70



## "The Island City"

## MEMORANDUM

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

TO: Justin Lakamper, City Manager  
FROM: Kevin Callahan, Director of Public Safety  
DATE: July 2, 2024  
SUBJECT: Lexipol Software Renewal

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**ACTION ITEM:** The City Council should consider approving the renewal of Lexipol Policy Software for the Public Safety Department in the amount of \$7,518.78.

**BACKGROUND INFORMATION/ANALYSIS:** Lexipol is a software program for police and fire agencies. It offers state-specific guidance and ensures that department policies are within Federal, State, and Local laws as well best practices for policies and procedures. The software also allows personnel to have in the field review when needed and provides daily scenario based testing of personnel to ensure they know the agencies policies and procedures, which overall decreases liability for local governments. The software is also working in cooperation with the Michigan Law Enforcement Accreditation Council which oversees agency accreditation of law enforcement in the State of Michigan. As you know Plainwell is currently in the accreditation process and this software will ensure our compliance with standards. The software has been in use for several years now and is under constant review by Lexipol legal advisors and staff to make sure the latest updates are pushed out when changes take place with the ever changing legal landscape.

**BUDGET IMPACT:** This is a budgeted item and comes from the Public Safety-Outside Services line item 101-301-931.000.



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TO: City Council / Justin Lakamper, City Manager  
FROM: Brian Kelley, Finance Director / City Treasurer  
DATE: July 2, 2024  
SUBJECT: Computer Purchase

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**SUGGESTED MOTION:** I motion to approve the purchase of seven (7) computers and nine (9) monitors from CDW-G, using MiDeal pricing, and installation from Clark Technical Services at a total project cost not to exceed \$14,000.00.

**BACKGROUND INFORMATION:** In May 2024, the city inventoried all its computer equipment to determine needs for the current and future budgets. Clark Technical Services, the city's information technology partner, worked with the city on a multi-year replacement and redeployment program. The city uses CDW-G for computer equipment, taking advantage of the State's MI-Deal Purchasing Program, and Clark Technical for installation and maintenance services.

**ANALYSIS:** For the current fiscal year, beginning July 1, 2024, the inventory identified seven (7) computers for replacement. In City Hall, the Assessor's desktop and the Finance Director's laptop need replacement. The Assessor needs new monitors. In Public Safety, three (3) officers and the front office need new desktop computers, and the Deputy Director's laptop computer need replacement. A total of seven (7) monitors need replacement in Public Safety.

The maximum cost for any of the computers averages approximately \$1,400. The monitors cost approximately \$200 per unit. Clark Technical charges \$350 for preparing and installing each computer. The administration anticipates the total cost of the 2024/2025 computer replacements to be \$14,000.00

It is recommended that City Council authorize the purchase of seven (7) computers and nine (9) monitors from CDW-G and have Clark Technical prepare and install them.

**BUDGET IMPACT:** The cost of these computers is already included in the Fiscal Year 2024/2025 operating budgets within the Administration, Assessor and Public Safety departments.



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TO: City Council / Justin Lakamper, City Manager  
FROM: Luke Keyzer Asst. Superintendent of Water Renewal  
DATE: 7/2/2024  
SUBJECT: Annual Purchase of Ferric Chloride

---

**SUGGESTED MOTION:** I motion to approve the purchase of ferric chloride from Alexander Chemical for \$31,860.00.

### **BACKGROUND INFORMATION:**

This chemical is necessary to aid settling of solids in the primary tanks, the chemical coagulates and settles solids in the tank. Within the settling of solids phosphorus is also removed as the solids are pumped from the tanks. Our permit to discharge into the Kalamazoo River regulates the level of phosphorus we discharge. Without using this chemical, the plant would not remove enough phosphorus and violate the permit discharge limits and eventually end up with fines from the State of Michigan.

### **ANALYSIS:**

Two quotes were provided, and the pricing is as follows:

Webb Chemical PVS product .650/lb. \$11,601/shipment x 3 shipments/yr. = \$34,803/yr.

Alexander Chemical Kemira .5885/lb. \$10,620.00/shipment x 3 shipments/yr. = \$31,860.00

The quotes are from last FY, but Alexander's quote was the same price.

**BUDGET IMPACT:** The cost is budgeted for line item 590-540-753 for FY 24/25.



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## MEMORANDUM

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Phone: 269-685-6821  
Fax: 269-685-7282

TO: City Council / Justin Lakamper, City Manager  
FROM: Luke Keyzer Asst. Superintendent of Water Renewal  
DATE: July 3, 2024  
SUBJECT: Annual Purchase of Chlorine and Sulfur Dioxide

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**SUGGESTED MOTION:** I motion to approve the purchase of chlorine and sulfur dioxide from Alexander Chemical for \$9,417.00.

### **BACKGROUND INFORMATION:**

Chlorine is necessary to disinfect the final effluent going to the Kalamazoo River. Sulfur Dioxide is necessary to remove chlorine from the effluent going to the river. Our permit regulates the level of fecal coliform entering the river which chlorine reduces to permit levels. The Sulfur reduces the amount of chlorine going to the river which is also regulated in our permit. Without using both chemicals, the plant would not disinfect the effluent or remove the chlorine, and violate the permit discharge limits and eventually end up with fines from the State of Michigan.

### **ANALYSIS:**

Two quotes were provided, and the pricing is as follows:

Haviland Chemical: Jones Chemical supplier

Chlorine \$2.015/lb. x 4000 lbs./yr. \$8,600/yr.  
Sulfur Dioxide \$1.70/lb. x 4000lbs \$6,800/yr.  
Tank Rental None

Alexander Chemical: Alexander Chemical supplier, current supplier

Chlorine \$1.3166/lb. x 4000lbs/yr. \$5,224.40/yr.  
Sulfur Dioxide \$1.26/lb. x 4000lbs./yr. \$5,040/yr.  
Tank Rental Fee- Chlorine 60 days no fee then \$.50/ day  
Sulfur 90 days no fee then \$.50/day

I am recommending Alexander Chemical due to the extended time for rental fees to be forgiven and, costs savings. This pricing is from last FY.

**BUDGET IMPACT:** The cost is budgeted for line item 590-540-753 for FY 24/25.

## Investment Activity Report



“The Island City”

### City of Plainwell

Investment Portfolio Detail - Unaudited

at: 06/30/2024

#### 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: 2024.07.01 20:06:56 -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	\$3,221,943	\$14,431.99	Michigan Class	Jeff Anderson - 616.244.9376	03/28/2016		5.39%	
2	365-Day CD	N/A	\$90,270	\$0.00	First National Bank	Doug Johnson - 616.538.6040	11/16/2023	11/16/2024	5.05%	139
3	12-month CD	N/A	\$53,522	\$231.46	Consumers Credit Union	Leah Patrick - 269.345.7804	11/22/2023	11/22/2024	5.25%	145
4	12-month CD	N/A	\$53,522	\$231.46	Consumers Credit Union	Leah Patrick - 269.345.7804	11/22/2023	11/22/2024	5.25%	145
5	179-Day CD	N/A	\$26,497	\$0.00	Horizon Bank	Karen Poff 833.729.0887	04/22/2024	10/18/2024	5.06%	110
6	180-Day CD	N/A	\$238,644	\$931.37	Northstar Bank	Julie Smith - 810.329.7104	03/31/2024	09/30/2024	4.55%	92
7	730-Day CD	N/A	\$0	\$602.74	Grand River Bank	Christy Vierzen - 616.259.1322	06/10/2022	06/09/2024	2.75%	-21
8	435-Day CD	N/A	\$0	\$542.86	First National Bank	Doug Johnson - 616.538.6040	04/05/2023	06/13/2024	4.33%	-17
9	13-month CD	N/A	\$173,084	\$664.56	Southern Michigan Bank & Trust	Aimee Kornowicz 269.279.3568	10/03/2023	10/30/2024	4.55%	122
10	13-month CD	N/A	\$10,342	\$39.70	Southern Michigan Bank & Trust	Aimee Kornowicz 269.279.3568	10/03/2023	10/30/2024	4.55%	122
11	6-month CD	N/A	\$153,843	\$0.00	Horizon Bank	Karen Poff 833.729.0887	05/22/2024	10/19/2024	5.06%	111
12	365-Day CD	N/A	\$241,515	\$0.00	Grand River Bank	Christy Vierzen - 616.259.1322	06/10/2024	06/10/2025	4.90%	345
13										
14										
15										

Total Investments: \$4,263,182.01      \$17,676.14 = Monthly investment interest

Average Yield: 4.72%

#### Cash Activity for the Month

Cash, beginning of month: \$1,906,802.76

\$2,994.45 = Monthly bank account interest

Cash, end of month: \$2,420,616.49

Cash and Investments, end of month: \$6,683,798.50      \$20,670.59 = Total monthly interest earned

#### Justin Lakamper, 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:

**Justin Lakamper**

Digitally signed by Justin Lakamper  
Date: 2024.07.03 13:51:56 -04'00'

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

**ESTIMATED CASH BALANCE/FUND BALANCE REPORT**

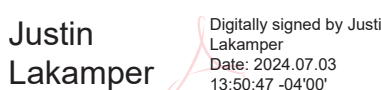

MONTH ENDED: **6/30/2024**  
 % OF FISCAL YEAR: **100.00%**

**\* - Amounts taken from audited financial statements as of June 30, 2023**

\*\* - 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	466,673	538,616	3,320,236	2,626,753	1,232,099	1,232,971	3,146,276	83.49%
Major Streets	287,707	183,988	357,984	387,859	154,113	161,700	448,259	86.53%
Local Streets	343,961	338,397	326,345	130,909	533,833	557,050	518,875	25.23%
Solid Waste	22,000	18,626	253,207	205,487	66,346	66,416	224,256	91.63%
Brownfield BRA	141,700	68,836	140,554	211,429	(2,039)	(2,039)	325,493	64.96%
Tax Increment TIFA	149,891	147,581	120,282	64,885	202,978	202,978	74,424	87.18%
Downtown DDA	102,223	100,155	92,835	39,820	153,169	154,012	43,976	90.55%
Stimulus Fund ARPA	410,964	14,044	11,739	422,703	(396,920)	0	422,769	99.98%
Revolving Loan	30,592	62,655	30,576	10,000	83,231	51,169	10,000	100.00%
Capital Improvement	62,735	62,735	105,479	90,948	77,266	77,266	116,423	78.12%
Fire Reserve	76,887	76,887	104,497	136,204	45,180	45,180	137,995	98.70%
Airport	43,387	50,958	76,027	90,274	36,711	31,838	78,927	114.38%
Sewer	811,289	783,145	2,858,425	1,630,273	2,011,297	2,016,805	2,597,357	62.77%
Water	264,455	94,318	3,189,048	1,348,337	1,935,029	1,947,845	3,589,816	37.56%
Motor Pool / Equipment	39,502	32,573	326,119	312,370	46,322	43,655	273,325	114.29%
OPEB**	76,408	76,659	55,156	39,731	92,084	96,952	58,434	67.99%
	<b>3,330,374</b>	<b>2,650,173</b>	<b>11,368,508</b>	<b>7,747,981</b>	<b>6,270,700</b>	<b>6,683,799</b>	<b>12,066,604</b>	<b>64.21%</b>

Justin Lakamper, City Manager	Brian Kelley, Finance Director/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:  <div style="text-align: right;">  <p>Justin Lakamper                          Digitally signed by Justin Lakamper                          Date: 2024.07.03 13:50:47 -04'00'</p> </div>	Insert Signature:  <div style="text-align: right;">  <p>Brian Kelley                          Digitally signed by Brian Kelley                          Date: 2024.07.01 20:08:01 -04'00'</p> </div>

**Minutes**  
**Plainwell DDA, BRA, and TIFA**  
**June 11, 2024**

1. Call to Order: Meeting was called to order at 7:31 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call:  
**Members Present**: Randy Wisnaski, Cathy Green, Jim Turley, Justin Lakamper, Adam Hopkins, Paul Rizzo  
**Excused**: Kevin Seckel
4. Approval of Minutes from 04/14/24: A motion was made by Turley to approve the minutes and place on file, seconded by Turley.
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
  - A. **Motion to accept accounts payable for May of \$16,293.72 was made by Rizzo and seconded by Turley. All in favor vote. Motion carried.**
  - B. Final Draft Budget Presentation was provided by City Treasurer, Brian Kelley. After a short discussion, a **Motion was made by Green and seconded by Hopkins to accept the budget as presented and forward it to City Council as a final budget. All in favor vote. Motion Passed.**
8. DDA Action Items
  - A. **Motion to accept accounts payable for May of \$1,304.58 was made by Larabel and seconded by Wisnaski. All in favor vote.**
  - B. Final Draft 2024/2025 Budget Presentation was provided by City Treasurer, Brian Kelley. After a short discussion, a **Motion to accept the budget and forward it to City Council as presented was made by Larabel and seconded by Rizzo. All in favor vote. Motion passed.**
9. TIFA Action Items
  - A. Discussion regarding the cost to update the Industrial Park signage to read James R. Higgs, Industrial Park was presented. Siegel will move forward to order the sign changes utilizing the lower quote.
  - B. **Motion to accept accounts payable for May of \$477.14 was made by Hopkins and seconded by Wisnaski. All in favor vote. Motion carried.**
9. Communications: 04/22/24; 05/13/24 Council Minutes and the Financial Report/Summary as of 5/31/2024
10. Public Comments: None
11. Staff Comments: Update of the BRA Lead Abatement project; DDA business updates, upcoming events.
12. Member Comments: Larabel shared thoughts about the Festival due to the bad luck with the weather and the carnival.
13. Adjournment: **A Motion to adjourn the meeting at 7:55 a.m.**

Submitted by Denise Siegel, Community Development Manager



**MINUTES  
CITY OF PLAINWELL  
PARKS & TREES COMMISSION  
June 13, 2024**

1. Matthew Bradley called the meeting to order at 5:02 PM.
2. Roll Call: Present: Matthew Bradley, Marsha Keeler, Bunny LaDuke, Shirley DeYoung, Cory Redder and Council Member Todd Overhuel. Absent: Public Works Superintendent Bob Nieuwenhuis.
3. Approval of Minutes:

***Bunny LaDuke moved to accept and place on file the minutes of, May 16, 2024. Marsha Keeler supported the motion. On voice vote, motion carried unanimously.***

4. Parks:  
Bob was not able to make the meeting. Cheryl Pickett let the board know a few things. 1. The guys picked up the playground equipment from Starr School this past week. 2. The flowers are doing great. We have had lots of compliments. 3. The guys painted the Sherwood Park basketball courts. 4. The pickle ball courts are getting fixed by volunteers along with the City workers tearing out some big pieces and hauling them away. 6. Cheryl let the board know that we are putting the new equipment up near Mayor Brooks bench in Sherwood Park.

Sherwood Park Maintenance Report – Shirley DeYoung

Shirley reported that she was at the park they had more mulch put on the cancer bed and it looks great. In fact all the plants look great.

Pell Park Maintenance Report – Marsha Keeler

Marsha reported that the park flowers and plants look fabulous. Especially the Zinnias.

Hicks Park Maintenance Report – Matthew Bradley

Matthew reported that the park looks beautiful. The ferns look great.

Cook Park Maintenance Report – Cory Redder

Cory reported that Upper Cook is closed still because of the construction in the Old Orchard neighborhood.

Kenyon Park Maintenance Report – Bob Nieuwenhuis

Bob was absent from the meeting. Todd reported that the park looks nice.

Darrow Park Maintenance Report – Bunny LaDuke

Bunny skipped her parks report to talk about other items so she wanted to wait till the new open business part of the meeting.

Riverwalk, Band Shell & CBD Maintenance Report – Cory Redder

Cory reported that there were lots of people at the music in the park this past Wednesday.

5. New Business  
A. None.
6. Open Business  
A. Bunny started a discussion about the erosion by the river and the race. She had a conversation with Lois Heuchert and Lois had been talking to Matt Diana from the DNR about the permeable covering prior to the cement at the Darrow Park location and about the erosion issues along the river walk from the N Main Bridge around to the dock area. Justin came to the

meeting and spoke about the issues and let the board know that he knew who Matt Diana was and he would follow up with him soon about the river erosion grant and getting a permit for the City to be able to get things started. Bunny and Lois had ideas about ground cover and a rock bottom. Justin was concerned and pointed out a lot of these grants have matching money that the city does not have right now. Bunny said she knew there was other grants that could help with the matching money too. Bunny and Lois would like to work on the grants soon. Bunny also suggested that we bring in Matt Diana of the DNR to speak with the board about the grants. Bunny also pointed out that the protecting the river is critical to our community.

7. Public Comments  
None.

8. Staff Comments  
None.

9. Chairman's Report  
None.

10. Commissioners' Comments  
None.

11. Items For Next Agenda: Continued talk about the river/race erosion problems and solutions.

12. Next Meeting  
The next meeting will be Thursday, July 11, 2024 at 5 PM.

13. Adjournment

***Shirley DeYoung moved to adjourn the meeting. Cory Redder supported the motion. On voice vote, motion carried unanimously.***

There being no further business, the meeting adjourned at 6:16 PM.

Minutes Respectfully Submitted,  
Cheryl Pickett

07/02/2024

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL  
INVOICE ENTRY DATES 06/21/2024 - 07/02/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
000002	AT&T		
	269685-19572199	AIRPORT LANDLINE	131.43
	269685-68248246	DPS LANDLINE	131.43
TOTAL FOR: AT&T			262.86
000004	PLAINWELL AUTO SUPPLY INC		
	717253	DPW - O-RINGS #20 DR	4.72
	717557	DPW - COBALT GREASE (1)/GREASE RETURNS	(50.28)
	717575	DPW - TURN SIGNAL BULB #17 AB	21.79
	717588	DPW - KENDALL SUPER BLUE (10) AS	60.90
	717675	DPW - KENDALL TUBES (10) AB	60.90
	717752	WR - AIR HOSE ADAPTERS (5) BP	19.95
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			117.98
000009	CONSUMERS ENERGY		
	2024.6	JUNE 2024 CITY WIDE ELECTRIC SERVICE	6,920.10
	202699354047	WR - JUNE 2024 ELECTRIC SERVICE	7,013.44
TOTAL FOR: CONSUMERS ENERGY			13,933.54
000011	SHOPPERS GUIDE INC		
	01326425	DDA - MIDSUMMER NIGHT ADVERTISING DS	60.00
TOTAL FOR: SHOPPERS GUIDE INC			60.00
000013	RATHCO SAFETY SUPPLY INC		
	181831	DPW - 24" X 24" PICKLEBALL SIGN CP	50.00
TOTAL FOR: RATHCO SAFETY SUPPLY INC			50.00
000014	MICHIGAN GAS UTILIITIES CORP		
	5064879997	WR - 12TH ST LIFT STATION GAS SERVICE	39.69
	5065163950	WATER CHEM ROOM GAS SERVICE	52.92
	5065977357	DPW BACK BARN GAS SERVICE	40.96
	5067606611	WR PLANT GAS SERVICE	1,399.30
TOTAL FOR: MICHIGAN GAS UTILIITIES CORP			1,532.87
000034	VERIZON		
	9967381318	CITY WIDE CELL PHONES 5/24 - 6/23/2024	596.28
	9967381319	EOC/DPS PHONE SERVICE 5/24 - 6/23/2024	152.64
TOTAL FOR: VERIZON			748.92

000070	MML WORKERS COMP FUND		
	2637207	FY2024/2025 WORK COMP INSURANCE #5003120-24	19,419.00
TOTAL FOR: MML WORKERS COMP FUND			19,419.00
-----			
000131	KEVIN CHRISTENSEN		
	2024.7	RETIREE PREMIUMS JULY 2024 CHRISTENSEN	207.70
TOTAL FOR: KEVIN CHRISTENSEN			207.70
-----			
000157	DAVID RANTZ		
	2024.6.16	DPS - REIMBURSEMENT SHOW ALLOWANCE RANTZ	156.86
TOTAL FOR: DAVID RANTZ			156.86
-----			
000164	ETNA SUPPLY CO INC		
	S105709988.001	DPW - STAINLESS CLAMP (2) OLD ORCHARD BREAK/RESTI	517.68
	S105713169.001	DPW - STAINLESS CIRCLE CLAMP (1) OLD ORCHARD BREA	338.06
TOTAL FOR: ETNA SUPPLY CO INC			855.74
-----			
000203	HONEYTREE ARBORIST SERVICES		
	1692	DPW - EMERALD ASH BORER TREATMENT 2024	3,600.00
TOTAL FOR: HONEYTREE ARBORIST SERVICES			3,600.00
-----			
000228	NATIONAL FIRE PROTECTION - NFPA		
	06/22/2024	Membership	225.00
TOTAL FOR: NATIONAL FIRE PROTECTION - NFPA			225.00
-----			
000282	OUDBIER INSTRUMENT CO INC		
	10784	WR - INSTALL/CALIBRATE METHANE GAS SENSOR/IR LEL/	750.00
TOTAL FOR: OUDBIER INSTRUMENT CO INC			750.00
-----			
000734	SAFETY-KLEEN SYSTEMS		
	94894865	DPW - OIL SERVICE/STOP FEE/USED REMOVAL RN	124.80
TOTAL FOR: SAFETY-KLEEN SYSTEMS			124.80
-----			
000843	B & C TROPHY		
	236	ADMIN - SHIRTS (5) LUKE KEYZER	175.00
TOTAL FOR: B & C TROPHY			175.00
-----			
000910	GRAINGER		
	9164358401	WR - MECHANICAL JAW PULLER 5 TON BP	83.43
TOTAL FOR: GRAINGER			83.43
-----			
000947	WYOMING ASPHALT PAVING INC.		
	2024-250	DPW - PAVING ROBERTS ST	4,208.72
TOTAL FOR: WYOMING ASPHALT PAVING INC.			4,208.72
-----			
000951	MICHIGAN RURAL WATER ASSOC		
	2020-11420	DPW - MRWA MEMBERSHIP DUES 24/25	825.00
			825.00
-----			

TOTAL FOR: MICHIGAN RURAL WATER ASSOC			825.00
001331	DON REEVES		
	2024.6.17	DPW - REIMBURSEMENT SHOE ALLOWANCE DR	185.08
TOTAL FOR: DON REEVES			185.08
001369	UNITED STATES POSTAL SERVICE		
	06/01/2024	Stamps for election	106.00
TOTAL FOR: UNITED STATES POSTAL SERVICE			106.00
001413	NCL OF WISCONSIN		
	505323	WR - LAB SUPPLIES BP	222.50
TOTAL FOR: NCL OF WISCONSIN			222.50
001645	ALEXANDER CHEMICAL CORPORATION		
	83115	WR - CYLINDER RENTAL THROUGH 6/27/2024	22.00
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			22.00
001748	REPUBLIC SERVICES		
	0249-008257389	DPW - TWO CONTAINERS/OVERAGE CREDIT JULY 2024	285.55
TOTAL FOR: REPUBLIC SERVICES			285.55
002116	CHARTER COMMUNICATIONS		
	005584501061424	DPS PHONE/INTERNET/TV 6/19 - 7/18/2024	297.71
	172241901060724	AIRPORT INTERNET JUNE 2024	84.54
TOTAL FOR: CHARTER COMMUNICATIONS			382.25
002219	CLARK TECHNICAL SERVICES		
	234	JUNE 2024 CITY WIDE IT SERVICES	3,371.25
	235	JUNE 2024 SUPPORT/NEW EQUIPMENT INSTALL	350.00
TOTAL FOR: CLARK TECHNICAL SERVICES			3,721.25
002246	ELHORN ENGINEERING CO.		
	302632	DPW - CHEMICALS FOR WELLS 4 & 7	745.00
TOTAL FOR: ELHORN ENGINEERING CO.			745.00
002281	HOME DEPOT		
	1011549	DPW - 1-1/4X2X8 (5) PVC BRICK MOLD PELL BATHROOM	78.11
	2010348	DPW - ADJ DRIPPERS 10PK (15) IRRIGATION AB	87.76
	4010207	DPW - 1X12-4' COMMON BOARD CH SHELF DR	25.34
	5514963	DPW - 2X4-10' (2) AIRPORT AB	13.09
	6112178	DPW - 2X6 (5) AIRPORT RETURNS AB	(66.80)
	6112179	DPW - 1X4 WEATHERSHIELD AIRPORT AB	19.52
	7010901	DPW - GRK SCREWS/2X10'S (2) AIRPORT AS	102.34
	7010919	DPW - 2X6 (12) AIRPORT AS	161.46
	8010752	DPW - HEXBLOTS/BITS/2X6-12' (4) AIRPORT AS	97.87
	8010792	DPW - GRK SCREWS/2X10'S (6) AIRPORT AS	208.69

	8010812	DPW - 2X12 (4)/2X4-10' AIRPORT AS	143.67
TOTAL FOR: HOME DEPOT			871.05
002371	RENEWED EARTH INC		
	32734	DPW - YARD BLEND (10) SIDEWALK REPAIR	300.00
	32918	DPW - JULY 2024 COMPOST SITE MANAGEMENT	1,250.00
TOTAL FOR: RENEWED EARTH INC			1,550.00
002402	STEENSMA LAWN & POWER EQUIPMENT		
	1141486	DPW - CHAIN (2)	48.31
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			48.31
002476	AARON BIRD		
	2024.6.17	DPW - JEANS REIMBURSEMENT AB	60.00
TOTAL FOR: AARON BIRD			60.00
002527	COPS HEALTH TRUST		
	2024.7	JULY 2024 DENTAL/VISION PREMIUMS	1,571.80
TOTAL FOR: COPS HEALTH TRUST			1,571.80
002603	ELECTION SOURCE		
	06/01/2024	Absentee window envelope	71.13
TOTAL FOR: ELECTION SOURCE			71.13
002618	KIM BROWN		
	2024.6.24	WR - REIMURSEMENT SHOE ALLOWANCE KB	190.73
TOTAL FOR: KIM BROWN			190.73
002668	ASCENSION BORGESS FOUNDATION		
	2024.7	2024-2025 AMBULANCE SERVICE	10,322.00
TOTAL FOR: ASCENSION BORGESS FOUNDATION			10,322.00
002670	MICHIGAN MUNICIPAL LEAGUE LIA & PRO		
	3737207	FY 2024/2025 LIABILITY INSURANCE MML001140839	99,194.00
TOTAL FOR: MICHIGAN MUNICIPAL LEAGUE LIA & PRO			99,194.00
002703	CONTINENTAL LINEN SERVICES INC		
	3925213	DPS RUGS	42.62
	3942794	CH RUGS	46.79
	3942795	DPW RUGS	66.99
	3942796	WR RUGS	29.92
TOTAL FOR: CONTINENTAL LINEN SERVICES INC			186.32
002713	SYSTEMS SPECIALTIES CO		
	62049	WR - REPAIR (7) ROTORK ACCTUATORS FOR DIGESTION S	7,941.00
TOTAL FOR: SYSTEMS SPECIALTIES CO			7,941.00

002838	TRUE-TECH INDUSTRIES CO		
	9289	WR - REPLACE BOTH FINAL CLARIFIER MOTORS & DRIVES	4,124.13
TOTAL FOR: TRUE-TECH INDUSTRIES CO			4,124.13
002869	PLUMMERS ENVIRONMENTAL SERVICES INC		
	24182118	WR - CLEAN PITS (2)/TRANSPORT/DISPOSAL BP	8,705.00
TOTAL FOR: PLUMMERS ENVIRONMENTAL SERVICES INC			8,705.00
003067	HELPNET		
	145-4822	EMPLOYEE ASSISTANCE PROGRAM JULY - SEP 2024	299.88
TOTAL FOR: HELPNET			299.88
003087	TOTAL PROPERTY MANAGEMENT		
	62569	AIRPORT - WEED CONTROL VW	700.00
TOTAL FOR: TOTAL PROPERTY MANAGEMENT			700.00
004168	SBF ENTERPRISES		
	0139144	ADMIN - SUPPLIES/PRINTING SUMMER 2024 TAX BILLS	310.74
	0139161	UB PRINTING/SUPPLIES JULY 2024	1,210.79
	2024.7	UB POSTAGE JULY 2024	407.77
	2024SUMTXPOST	ADMIN - POSTAGE FOR 2024 SUMMER TAX BILLS - BK	739.63
TOTAL FOR: SBF ENTERPRISES			2,668.93
004206	MADISON NATIONAL LIFE INSURANCE CO		
	1632045	JULY 2024 LIFE INSURANCE	102.35
TOTAL FOR: MADISON NATIONAL LIFE INSURANCE CO			102.35
004241	GHD SERVICES INC		
	340-0112378	MAY 2024 UTILITIES/COMMON AREA MAINTENANCE	1,405.74
TOTAL FOR: GHD SERVICES INC			1,405.74
004785	PRIORITY HEALTH		
	241670002006.6	JUNE 2024 HEALTH INSURANCE PREMIUM ADJUSTMENT	474.97
	241670002006.7	JULY 2024 HEALTH INSURANCE PREMIUMS	21,938.27
TOTAL FOR: PRIORITY HEALTH			22,413.24
004794	UNITED HEALTHCARE INSURANCE COMPANY		
	2024.07TOWN	RETIREE HEALTH INSURANCE JULY 2024 - TOWN	302.50
	2024.07WHIT	RETIREE HEALTH INSURANCE JULY 2024 - WHITNEY	302.50
TOTAL FOR: UNITED HEALTHCARE INSURANCE COMPANY			605.00
004796	SILVERSCRIPT INSURANCE COMPANY		
	2024.07TOWN	RETIREE PRESCRIPTION COVERAGE JULY 2024 - TOWN	40.40
	2024.07WHIT	RETIREE PRESCRIPTION COVERAGE JULY 2024 - WHITNEY	40.40
TOTAL FOR: SILVERSCRIPT INSURANCE COMPANY			80.80
004811	KALAMAZOO RIVER WATERSHED COUNCIL		

2020-134	WR - LAKE ALLEGAN TMDL FEE 2024	703.00
TOTAL FOR: KALAMAZOO RIVER WATERSHED COUNCIL		703.00

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004814	WILLIAMS & WORKS	
	98591	MAY 2024 PROFESSIONAL SERVICES PLANNING AND ZON
		72.80
TOTAL FOR: WILLIAMS & WORKS		72.80

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004855	PLAINWELL ACE HARDWARE	
	17003	DPS - 2 KEYS KC
	17033	DPW - KEYS (4) FOR BANDSHELL PADLOCK AB
	17043	DPW - DECK SCREWS & BITS FOR AIRPORT/MISC FASTENI
	17045	DPW - MISC FASTENERS IRRIGATION AB
	17050	DPW - PLUG INSERT (3)/MLE ADAPTER (3) FLOWER IRRIC
	17052	WR - WASHER/O-RING FAUCET REPAIR BP
	17065	AIRPORT - STEEL ANGLE/BOLTS/BOLT EYE/HOOK ROPE A
	17070	DPW - SILICONE (2)/CAULK GUN DOOR AB
	17084	DPW - WOOD FILLER/GLAZING CMPD/MISC FASTENERS /
	17088	DPW - KWIKWELD/ GLASS 24"X30" AIRPORT AB
	17091	DPW - TRASH BAGS/SCRAPPER FOR RESTROOM DOORS I
	17092	DPW - SILICONE AIRPORT AB
	17097	DPW - SANITARY TEE PVC NAPA STORM DRAIN AB
	17098	DPW - 4" SANITARY TEE RETURN/3" SAN TEE AB
	17100	DPW - EYE BOLT FLOWERS DR
	17102	DPW - EYE BOLT (3) FLOWERS DR
	17105	DPW - QUIKRETE (4) RAISE MANHOLE COVERS AS
	17106	DPW - PAINTERS TAPE/CAULK/TRAY LINERS PELL BATHR(
	17109	DPW - QUIKRETE (6) RAISE MANHOLE COVERS AS
	17112	DPW - ADAPTER/INSERT FLOWERS WK
	17113	DPW - DRYDEX PAINT PELL BATHROOM DR
TOTAL FOR: PLAINWELL ACE HARDWARE		843.21

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005008	RODD LEONARD	
	2024.6.10	DPW - REIMBURSEMENT SHOW ALLOWANCE RL
	2024.6.24	DPW - REIMBURSEMENT JEANS RL
		80.00
TOTAL FOR: RODD LEONARD		291.95

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005011	SAFEGUARD BUSINESS SYSTEMS	
	9005119774	ADMIN - ACCOUNTS PAYABLE CHECK STOCK - RB
		418.02
TOTAL FOR: SAFEGUARD BUSINESS SYSTEMS		418.02

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005012	UNITED BANK	
	2024.06.20RTN	RETURN PAYMENT FEE - ACH
	2024.06.25	ACH FEE - SUMMER TAX BILL POSTAGE ACH - BK
	2024.06.28	ACH FEE - UTILITY BILLING POSTAGE - PS
	2024.06.28..	ACH FEES (2) - PAYROLL PRENOTE AND JULY 1 PAYABLES
	2024.07.02	ACH FEE - PAYROLL DIRECT DEPOSIT 07/03/2024 - AK
TOTAL FOR: UNITED BANK		42.50

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005023	VAIRKKO TECHNOLOGIES, LLC		
	27168	JUNE 2024 TRAINING COURSE CONTENT	67.80
	27169	JUNE 2024 EMPLOYEE TRAINING SOFTWARE	97.80
TOTAL FOR: VAIRKKO TECHNOLOGIES, LLC			165.60
005040	US INTERNET		
	4559882	SECURANCE EMAIL FILTERING 7/14 - 8/13/2024	70.00
TOTAL FOR: US INTERNET			70.00
005047	STAPLES, INC.		
	6004513401	ADMIN - HANDSOAP REFILL/COPY PAPER RB	71.37
TOTAL FOR: STAPLES, INC.			71.37
005064	R & R ASSESSING INC		
	2024.6	JUNE 2024 CITY ASSESSING SERVICES	1,700.00
	2024.7	JULY 2024 CITY ASSESSING SERVICES	1,700.00
TOTAL FOR: R & R ASSESSING INC			3,400.00
005078	COMPLETE TEAM OUTFITTER INC		
	06/01/2024	Social district decals	120.00
TOTAL FOR: COMPLETE TEAM OUTFITTER INC			120.00
005122	GREAT LAKES ELEVATOR, LLC		
	9953	CRISPE HOUSE ELEVATOR 1ST QTR 2024	300.00
TOTAL FOR: GREAT LAKES ELEVATOR, LLC			300.00
005124	HEALTHEQUITY INC		
	IJKU3UK	ADMIN - FLEX SPENDING ACCOUNT FEES JUNE 2024 - AK	10.50
TOTAL FOR: HEALTHEQUITY INC			10.50
005132	KEVIN A CALLAHAN		
	2024.6.7	DPS - REIMBURSEMENT TEST/EVAL NEW RIFLES KC	47.25
TOTAL FOR: KEVIN A CALLAHAN			47.25
005149	AAA LAWN CARE INC		
	1909045	DPW - VEGETATION CONTROL TOWER/WELL HOUSES/RE	506.00
TOTAL FOR: AAA LAWN CARE INC			506.00
005154	GINGER LEONARD		
	2024.6.14	ADMIN - REIMBURSEMENT MILEAGE/TRAINING GL	231.82
TOTAL FOR: GINGER LEONARD			231.82
005173	OLDCASTLE INFRASTRUCTRE, INC		
	271000944	DPW - 2" ADJUSTING RING (14)	466.00
TOTAL FOR: OLDCASTLE INFRASTRUCTRE, INC			466.00

005191	PETERSON SONS PAINTING LLC		
	0000309	DPW - PAINTING OF BACK BARN	4,465.00
TOTAL FOR: PETERSON SONS PAINTING LLC			4,465.00
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005196	DEBORA VANHOUTEN		
	2024.6.14	DPS - REIMBURSEMENT NOTARY/MILEAGE DV	28.65
TOTAL FOR: DEBORA VANHOUTEN			28.65
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999999	PLAINWELL MUSIC SOCIETY		
	2024.6.21	REIMBURSEMENT FOR PORTA POTTY LOCK CUT BY DPS	7.00
	2024.6.7	REIMBURSEMENT FOR WIPERS SPRAYED BY DPW SKID ST	59.34
TOTAL FOR: TONY CHRISTOPHER			66.34
<hr/>			
CBEFT	HUNTINGTON NATIONAL BANK		
	2024.06	ADMIN - JUNE 2024 HUNTINGTON BANK SERVICE FEES - F	30.00
TOTAL FOR: HUNTINGTON NATIONAL BANK			30.00
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CC9999	MISC CC VENDORS		
	06/01/2024	DDA No pets sign	25.97
	06/01/2024	Alerting subscription	330.75
	06/01/2024	Skid steer hydraulic line break	22.00
	06/03/2024	Dictation software	293.00
	06/03/2024	Social district signage	70.97
	06/04/2024	Social district signage	57.71
	06/05/2024	Fuel for patrol boat	9.66
	06/06/2024	Gas cans	109.10
	06/06/2024	Monthly subscription	52.00
	06/06/2024	Unreceipted Charge	17.40
	06/07/2024	City Hall Shredding	58.00
	06/10/2024	Access points for wireless routers	483.20
	06/11/2024	Safety air gun/foam earpads	54.04
	06/11/2024	Notary application DV	10.17
	06/11/2024	5TB external hard drive	396.96
	06/12/2024	Adapters for wireless access points	77.22
	06/13/2024	Notary supplies DV	61.17
	06/16/2024	Notary supplies DV	28.32
	06/16/2024	Meals for clerk training	25.55
	06/17/2024	150' Cat 6 Ethernet	31.98
	06/17/2024	Meals for clerk training	17.57
	06/17/2024	Utility pump for gator #22	129.99
	06/18/2024	Hotel for clerk training	285.14
	06/19/2024	Refund foam earpads	(6.01)
	06/19/2024	Duo Essentials monthly	30.00
	06/19/2024	Meals for clerk training	28.62
	06/21/2024	Postcards for ladies night	100.99
	06/22/2024	Hotel for clerk training	1,045.16
TOTAL FOR: MISC CC VENDORS			3,846.63

COPEFT	CITY OF PLAINWELL		
	2024.07	JULY 2024 CITY UTILITY BILLS FOR JUNE 2024 SERVICES	2,568.87
TOTAL FOR: CITY OF PLAINWELL			2,568.87
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SOMEFT	STATE OF MICHIGAN		
	2024.06	JUNE 2024 AIRPORT FUEL SALES TAX FILING	223.85
TOTAL FOR: STATE OF MICHIGAN			223.85
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TOTAL - ALL VENDORS 235,107.82

**INVOICE AUTHORIZATION**

**Person Compiling Report**

**Brian Kelley, Finance Director/Treasurer**

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

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

Insert Signature:

Insert Signature:

Roxanne  
Branch

Digitally signed by  
Roxanne Branch  
Date: 2024.07.02  
13:38:04 -04'00'

Brian Kelley

Digitally signed by Brian  
Kelley  
Date: 2024.07.02  
17:26:50 -04'00'

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

**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.

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:

Insert Signature:

**Bob Nieuwenhuis, Public Works Supt.**

**Justin Lakamper, City Manager**

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

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

Insert Signature:

Insert Signature:

Robert  
Nieuwenhuis

Digitally signed by Robert  
Nieuwenhuis  
Date: 2024.07.02  
13:48:24 -04'00'

Justin  
Lakamper

Digitally signed by Justin  
Lakamper  
Date: 2024.07.02  
14:04:39 -04'00'

## Reports & Communications:

### A. USA Earthworks Pay Application #3 – Old Orchard Project

On December 28, 2023, City Council approved a bid from USA Earthworks LLC for water/sewer/street improvements in the Old Orchard neighborhood. The work began on April 1, 2024 and will continue through the summer. USA Earthworks will submit pay applications monthly.

**Recommended action:** Consider approving Pay Application #3 for USA Earthworks LLC in the amount of \$22,568.92 for work performed on the Old Orchard Project.

### B. Annual Lexipol Software Renewal

Lexipol is a software program for police and fire agencies. It offers state-specific guidance and ensures that department policies are within Federal, State, and Local laws as well best practices for policies and procedures. The software also allows personnel to have in the field review when needed and provides daily scenario based testing of personnel to ensure they know the agencies policies and procedures, which overall decreases liability for local governments. The software is also working in cooperation with the Michigan Law Enforcement Accreditation Council which oversees agency accreditation of law enforcement in the State of Michigan. Plainwell is currently in the accreditation process and this software will ensure our compliance with standards. The software has been in use for several years now and is under constant review by Lexipol legal advisors and staff to make sure the latest updates are pushed out when changes take place with the ever changing legal landscape.

**Recommended action:** Consider approving the renewal of Lexipol Policy Software for the Public Safety Department in the amount of \$7,518.78.

### C. Computer Purchase

In May 2024, the city inventoried all its computer equipment to determine needs for the current and future budgets. Clark Technical Services, the city's information technology partner, worked with the city on a multi-year replacement and redeployment program. The city uses CDW-G for computer equipment, taking advantage of the State's MI-Deal Purchasing Program, and Clark Technical for installation and maintenance services.

**Recommended action:** Consider approving the purchase of seven computers and nine monitors from CDW-G, using MiDeal pricing and installation from Clark Technical Services at a cost not to exceed \$14,000.00.

### D. Annual Purchase of Ferric Chloride

This chemical is necessary to aid settling of solids in the primary tanks, the chemical coagulates and settles solids in the tank. Within the settling of solids phosphorus is also removed as the solids are pumped from the tanks. Our permit to discharge into the Kalamazoo River regulates the level of phosphorus we discharge. Without using this chemical, the plant would not remove enough phosphorus and violate the permit discharge limits and eventually end up with fines from the State of Michigan.

**Recommended action:** Consider approving the purchase of ferric chloride from Alexander Chemical for \$31,860.00.

### E. Annual Purchase of Chlorine Gas and Sulfur Dioxide

Chlorine is necessary to disinfect the final effluent, and sulfur dioxide is necessary to remove the excess chlorine prior to the effluent going into the Kalamazoo River. Without both chemicals, the plant would violate discharge limits set by the State of Michigan.

**Recommended action:** Consider approving the purchase of ferric chloride from Alexander Chemical for \$9,417.00.

### Reminder of Upcoming Meetings

- July 9, 2024 – Plainwell DDA/BRA/TIFA – 7:30am
- June 11, 2024 – Plainwell Parks & Trees – 5:00pm
- July 17, 2024 – Plainwell Planning – 6:30pm
- **July 22, 2024 – Plainwell City Council – 7:00pm**

### Non-Agenda Items / Materials Transmitted

- None

### Agenda Subject to Change

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

*Plainwell is an equal opportunity provider and employer*