

City of Plainwell



“The Island City”

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

Department of Administration Services
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Plainwell, Michigan 49080
Phone: 269-685-6821
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Agenda Planning Commission Wednesday, August 4, 2021 7:00 p.m. City Hall Council Chambers

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes: 05/05/21 Planning Meeting
5. Chairman’s Report

6. New Business:
 - A. Ordinance draft review – 1st read Mobile Food Vending

7. Old Business:
 - A. None

8. Reports and Communications:
 - A. 5/10, 24; 6/14,21; 7/12 Council Minutes

9. Staff Comments
10. Commissioners/Council Comments
11. Adjournment

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CITY OF PLAINWELL
MINUTES
Planning Commission/ Public Hearing
May 5, 2021

1. Call to Order at 7:00 p. m. by Colingsworth
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Rachel Colingsworth, Stephen Bennett, Jim Higgs
Jay Lawson, Lori Steele, Gary Sausaman Absent: Diana Lubic
4. Approval of Minutes – 02 /17/2021
Steele motioned to approve minutes Sausaman seconded. All in favor to approve minutes and place them on file.
5. Chairperson’s Report: - None
6. Public Comments: None
7. New Business – Resignation letter from Diana Lubic. **A motion by Higgs was made to accept Diana Lubic’s resignation letter with regret and seconded by Sausaman. With an all-in favor vote motion passed.**
8. Public Hearing re: Special Use Permit.
9. Public Hearing opened at 7:05 p.m.
To consider a Used Car Lot at 934 E. Bridge St. Greg Harrison was presented, he mentioned he would have a minimum of 10 cars and maximum of 30 cars on the lot. He will be leasing the property from JEB Property Solutions LLC who also leases the consumer energy property, in which that property will be used for the car sales lot. It is sales only with a prep and wash station, no mechanical work will be completed on site. If all goes as plan he would open in mid-June.
Public Hearing Closed at 7:15 p.m.

Higgs motioned to recommended the Special Use Permit move forward to City Council for final approval, seconded by Sausaman. All in favor vote motion passed.
10. Old Business
A. None
11. Reports and Communications:
A. 01/11/2021 & 01/25/2021 Council Minutes reviewed by Commission. **Steel motioned to place them on file seconded by Bennett. All in favor vote, motioned passed.**
12. Public Comments – None
13. Staff Comments: Siegel, Community Development Manager brought Council up to date on businesses downtown; property sold; and events (Memorial Day Parade & Plainwell Fest Days).
14. Commissioner Comments:
Steele – gave an update on Todd Overhuel
Higgs – suggested a card/letter be sent to Diana for her years of service

Colingsworth – asked if the city will coordinate the card/letter and possible a plaque for Diana.
15. Adjournment: Colingsworth adjourned the meeting at 7:43 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

**CITY OF PLAINWELL
ALLEGAN COUNTY, MICHIGAN**

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 53, “ZONING” OF THE CITY OF PLAINWELL CODE OF ORDINANCES; TO AMEND SEC. 53-3 TO ADD A DEFINITION PERTAINING TO MOBILE FOOD VENDING; TO AMEND ARTICLE XVI TO ADD A NEW SECTION PERTAINING TO FOOD TRUCK PERMITS AND APPROVAL STANDARDS; TO AMEND THE C-1, C-2, CBD, CS, AND I DISTRICTS TO ALLOW FOOD TRUCKS AS A PERMITTED USE WHEN OPERATED AT THE SAME LOCATION FOR LESS THAN 90 DAYS; AND TO AMEND THE C-1, C-2, CBD, CS, AND I DISTRICTS TO ALLOW FOOD TRUCKS AS A USE AFTER SPECIAL APPROVAL WHEN OPERATED AT THE SAME LOCATION FOR 90 DAYS OR MORE.

CITY OF PLAINWELL, ALLEGAN COUNTY, MICHIGAN, ORDAINS:

Section 1. Amendment of Sec. 53-3. Sec. 53-3 of the City of Plainwell Zoning Ordinance is amended to add the following definition in alphabetical order:

MOBILE FOOD VENDING. A business serving or offering for sale food and/or beverages from a mobile food unit which means for purposes of this ordinance a self-contained, fully enclosed unit including trailers.

Section 2. Amendment of Article XVI. Article XVI (“General Provisions”) of the City of Plainwell Zoning Ordinance is amended to add a new subsection 53-132D, which reads as follows:

Sec. 53-132D. MOBILE FOOD VENDING.

A. Purpose and Applicability

1. Mobile food vending can provide employment and small business growth in the City while providing a broad range of food choices to the public. The provisions of this section are intended to provide a proper balance between these uses that allow brick-and-mortar restaurants to thrive while allowing for new food vending opportunities that can add vitality to vacant parking lots and underutilized sites.
2. These provisions shall apply to businesses engaged in cooking, preparation, and distribution of food or beverage on properties outside of the public right-of-way.
3. This section does not apply to mobile food vendors that move from place to place and are in the same general location for less than thirty (30) minutes at a time.
4. Mobile food vending shall be permitted subject to the requirements of this Section.

B. Permit Required. A permit issued pursuant to this section required for any mobile food vendor which will be operating on public or private property in the City of Plainwell. The

application for a permit shall be on forms provided by the City Clerk and accompanied by a fee established by resolution of the City Council.

C. Approval Procedures

1. Mobile food vendors may be permitted only in the C-1, C-2, CBD, CS, and I zoning districts in accordance with the following procedures:
 - a. Temporary Use. If a mobile food vendor is proposed at a location for less than 90 days, the use shall be permitted by right, subject to site plan approval in accordance with Section 53-128.
 - b. Permanent Use. If a mobile food vendor is proposed at a location for 90 days or more, the use shall be permitted only as a special approval use in accordance with Section 53-130.
2. In addition to satisfying the requirements of this section, evidence of approval from the Allegan County Health Department shall be provided for all mobile food vending, or an equivalent license issued by the State of Michigan.
3. A mobile food vending stand, trailer, wagon, or vehicle shall be inspected by the Plainwell Fire Department. A copy of the Fire Department inspection form shall be submitted to the City.
4. A mobile food vending license shall be obtained from the office of the City clerk, as applicable.
5. Any alcohol sales associated with a mobile food vendor shall be licensed in accordance with the State of Michigan. Evidence of such license shall be submitted to the City.

D. Required Information. The following information shall be submitted with the application for site plan or special approval use for mobile food vending. The Zoning Administrator and/or Planning Commission may request additional information if deemed necessary. The site plan items identified below may substitute for that required by **Section 53-128 B:**

1. Name of the applicant and business, signature, phone number, email contact, and business address of the applicant.
2. A written description of the nature of the proposed use, including the methods of food preparation and cooking, and the frequency, duration, and hours of operation;
3. A trash collection and removal plan;
4. Source of water and power that will serve the mobile food vending unit;
5. Dimensioned drawings of any proposed signage;
6. Details of the mobile food vending unit, including the type, dimensions, elevation drawings or photos, and details of any furniture, tent, or other physical features associated with the proposed use;
7. A dimensioned site plan showing existing and proposed site improvements, including:
 - a. Buildings and building setbacks;

- b. The proposed location of the mobile food vending unit and any other associated activity;
 - c. Existing public improvements adjacent to the site, such as fire hydrants, bus shelters, trees and tree grates, and parking meters;
 - d. The nature of the property surface (e.g. asphalt, gravel, etc.);
 - e. The location of parking on the property, both for the mobile food vendor and any other principal use on the property;
 - f. Site lighting;
 - g. Signs;
 - h. Trash receptacles;
 - i. The location of on-site water, generator, and/or electric utilities that will serve the mobile food vendor(s);
 - j. The location of existing or planned sanitary facilities;
8. A business district map identifying existing restaurants within buildings and any other known mobile food vending operations within three hundred (300) feet;
 9. Photographs of the site.
 10. Proof of insurance coverage.
 11. If proposed on private property, a letter of written consent from the property owner.
 12. Copies of all necessary licenses or permits issued by the Allegan County Health Department, Plainwell Fire Department, and/or State of Michigan.
- E. *Review Standards.* In addition to the review standards of Section 53-128 D and 53-130 A, as applicable, the Zoning Administrator and Planning Commission shall take the following into consideration in the review and approval of a mobile food vending permit:
1. If the use will contribute to the vitality and experience of the business district.
 2. If the use will support or detract from existing brick and mortar establishments.
 3. If there an appropriate separation distance between temporary and permanent uses so as to not impair the long-term viability of nearby businesses.
 4. Whether the use will add variety to the types of food or beverage offerings in the district or compete with area businesses in close proximity.
 5. If the proposed stand, trailer, wagon, or vehicle contribute to the general aesthetic of the business district and include high quality materials and finishes.
- F. *Outdoor Cooking.* Outdoor cooking associated with mobile food vending is subject to a special approval use pursuant to Section 53-130. However, the Zoning Administrator and/or Planning Commission may permit outdoor cooking for a mobile food vendor meeting the requirements for a temporary use (<90 days) if there are no residential uses located within two hundred (200) feet of the property.
- G. *Placement.*

1. The mobile food vendor shall meet the setback requirements of the zone district in which it is located and the customer window shall be accessed directly from the public sidewalk. The intent of the placement is to contribute to the walkability of the business district and generate pedestrian activity. The Zoning Administrator or Planning Commission may reduce setback requirements where an alternate placement would clearly achieve this intent.
 2. The mobile food vendor shall not operate within three hundred (300) feet of a brick and mortar restaurant during the hours the restaurant is open to the public for businesses.
- H. *Parking Area.* The area occupied by mobile food vending shall not exceed twenty (20) percent of any required parking area. Sufficient on-site or district parking shall be provided for each stand, trailer, wagon, or vehicle on a lot, in addition to any other required parking for retail business buildings on the same parcel.
- I. *Pedestrian Space.* A minimum pedestrian clearance space of five (5) feet is required along all public walkways, unless the Zoning Administrator or Planning Commission allows for a reduced clearance space after consideration of the following:
1. Street classification and current or expected volume of use;
 2. Vehicular and pedestrian traffic volumes and related public safety;
 3. Nature of vehicular and pedestrian traffic (e.g. children, etc.);
 4. Availability and practicality (i.e. convenience) of alternative pedestrian routes; and
 5. Time of day, time of week, time of year, and duration of obstructions reducing the minimum required width (e.g. outdoor dining spaces, etc.)
- J. *Public ROW and Clear Vision.* Sales shall not be in public right-of-way or on public property unless otherwise approved by the City, and shall be outside of clear vision areas.
- K. *Sanitary Facilities.* Sanitary facilities shall be provided for mobile food vending operated as a principal use on a lot, unless the applicant provides sufficient documentation for alternative arrangements.
- L. *Hours of Operation.* Operating hours shall occur between 7:00 a.m. and 7:00 p.m. in commercial zoning districts and between 6:30 a.m. and 7:30 p.m. in industrial zoning districts, unless otherwise approved by the Planning Commission as a special approval use.
- M. *Co-Location.* Where mobile food vending has been approved on a lot as a principal use, locating additional vendors on the same lot is encouraged.
- N. *Sound.* No amplified outdoor music, sound, or noise shall be permitted. Planned locations for outdoor generators that provide power shall be identified. Use of generators may be prohibited if it is anticipated that they may create a nuisance to neighbors due to noise, exhaust, or vibration.
- O. *Revocation.* Any approved stand, trailer, wagon, or vehicle on a property for the purposes of mobile food vending shall remain in continuous operation so long as the premises is occupied. If the business closes, ceases to operate, or fails to keep regular business hours, then the temporary use permit may be revoked by the Zoning Administrator, or by the

Planning Commission and City Council in accordance with Section 53-128 G for special approval uses. If the approval is revised, the stand, trailer, wagon, or vehicle shall be immediately removed from the property.

Section 3. Amendment of Section 53-26. Section 53-26 of the City of Plainwell Zoning Ordinance is amended to add a new subsection “U”, which reads as follows:

U. Mobile food vending, operated less than 90 days at a single location

Section 4. Amendment of Section 53-27. Section 53-27 of the City of Plainwell Zoning Ordinance is amended to add a new subsection “C”, which reads as follows:

C. Mobile food vending, operated 90 days or more at a single location

Section 5. Amendment of Section 53-39. Section 53-39 of the City of Plainwell Zoning Ordinance is amended to add a new subsection “S”, which reads as follows:

S. Mobile food vending, operated less than 90 days at a single location

Section 6. Amendment of Section 53-40. Section 53-40 of the City of Plainwell Zoning Ordinance is amended to add a new subsection “J”, which reads as follows:

J. Mobile food vending, operated 90 days or more at a single location

Section 7. Amendment of Section 53-44. Section 53-44 of the City of Plainwell Zoning Ordinance is amended to add a new subsection “M”, which reads as follows:

M. Mobile food vending, operated less than 90 days at a single location

Section 8. Amendment of Section 53-45. Section 53-45 of the City of Plainwell Zoning Ordinance is amended to add a new subsection “B”, which reads as follows:

B. Mobile food vending, operated 90 days or more at a single location

Section 9. Amendment of Section 53-49. Section 53-49 of the City of Plainwell Zoning Ordinance is amended to add a new subsection “F”, which reads as follows:

F. Mobile food vending, operated less than 90 days at a single location

Section 10. Amendment of Article XI. Article XI “CS, Community Service District” of the City of Plainwell Zoning Ordinance is amended to add a new Section 53-49A entitled “Permitted Uses After Special Approval,” which reads as follows:

Sec. 53-49A

PERMITTED USES AFTER SPECIAL APPROVAL

A. Mobile food vending, operated 90 days or more at a single location

Section 11. Amendment of Section 53-53. Section 53-53 of the City of Plainwell Zoning Ordinance is amended to add a new subsection “Q”, which reads as follows:

Q. Mobile food vending, operated less than 90 days at a single location

Section 12. Amendment of Section 53-54. Section 53-54 of the City of Plainwell Zoning Ordinance is amended to add a new subsection “Q”, which reads as follows:

Q. Mobile food vending, operated 90 days or more at a single location

Section 13. Severability and Captions. This Ordinance and the various parts, sections, subsections, sentences, phrases and clauses thereof are hereby declared severable. If any part, section, subsection, sentence, phrase, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby. The captions included at the beginning of each Section are for convenience only and shall not be considered a part of this Ordinance.

Section 14. Repeal. Any existing ordinance or resolution that is inconsistent or conflicts with this Ordinance is hereby repealed to the extent of any such conflict or inconsistency.

Section 15. Effective Date. This Ordinance is ordered to take effect eight (8) days following publication of adoption in the *Union Enterprise*, a newspaper having general circulation in the City, under the provisions of 2006 Public Act 110, except as may be extended under the provisions of such Act.

ROLL CALL VOTE:

YES:

NO:

ABSENT/ABSTAIN:

Declared adopted on:

Brad Keeler, Mayor

Brian Kelley, Clerk

MINUTES
Plainwell City Council
May 10, 2021

1. Mayor Keeler called the regular meeting to order at 7:00 PM in Plainwell City Hall Council Chambers.
2. Scott Fenner of Lighthouse Baptist Church gave the invocations.
3. Pledge of Allegiance was recited.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Keeney and Councilmember Wisnaski. Absent: Councilmember Overhuel.
A motion by Steele, seconded by Wisnaski, to excuse Councilmember Overhuel with prior notification. On a voice vote, all in favor. Motion passed.
5. Approval of Minutes:
A motion by Steele, seconded by Keeney, to accept and place on file the Council Minutes of the 04/01/2021 special meeting and the 04/26/2021 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None
9. Mayor's Report: None
10. Recommendations and Reports:
 - A. Community Development Manager Siegel reported receipt of a special use permit for a used car lot at 934 E. Bridge. Staff have reviewed the application. The Planning Commission held a public hearing on May 5, 2021 and recommends approval. There were no public comments at the Hearing and the applicant noted the lot will hold 10 to 30 cars. The lot is expected to open mid-June.
A motion by Keeney, seconded by Wisnaski, to approve the Special Use Permit for 934 E. Bridge St. to operate a used car lot. On a voice vote, all in favor. Motion passed.
 - B. City Manager Wilson reminded Council of additional construction oversight needed during the extended project period. Project Manager Jodie Dembowske has offered an estimated quote for oversight through July 16, 2021, the new estimated completion date. The city has issued a letter to Melching for liquidated damages for having gone past the contracted project completion date.
A motion by Steele, seconded by Keeney, to confirm a change order with GHD for construction oversight for the remaining demolition project in an amount of \$78,310.00. On a roll call vote, all in favor. Motion passed.
 - C. City Manager Wilson provided an update on the mill demolition and presented a compilation payment request including the Melching invoice approved at the last Council Meeting, plus GHD and other invoices. The payment request has been submitted to the State for consideration and payment.

A motion by Keeney, seconded by Wisnaski, to confirm Pay Request Application #5 for expenses incurred totaling \$702,305.00. On a roll call vote, all in favor. Motion passed.

- D. City Manager Wilson reported a request from business owner Barb Bechtel, of Barbed Wire Café to purchase a portion of the old Jensen Lot on South Main for a business expansion. Manager Wilson reported that the city is working on determining its investment in the property and the DDA's involvement in the process. Owner Barb Betchtel gave a report on the business successes over the past few years since opening, and reported a record sales day recently. There was discussion of logistics of breaking up a portion of public land and the future economic development impacts.
- A motion by Keeney, seconded by Wisnaski, to table the consideration of selling the lot pending notification from the attorney regarding splitting the property, clarification of ownership and other issues. On a roll call vote, all in favor. Motion passed.**

11. Communications:

- A. **A motion by Steele, seconded by Keeney, to accept and place on file the April 2021 Investment and Fund Balance Reports, the April 2021 Water Renewal Report and the draft May 5, 2021 Planning Commission Minutes. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

A motion by Wisnaski, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$207,180.35 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None

14. Staff Comments:

Superintendent Nieuwenhuis reported two vehicles down for major repairs – Truck 20 (One Ton Pickup) needs a new transmission and the 2006 Dump Truck needs a new motor. He also reported paving projects on Hicks, Union and Plainwell streets – base coat for now then top coat when the weather warms up. Finally, he noted many city trees being removed this spring mostly due to splitting and water damage.

Community Development Manager Siegel reported the return of Island City Tea & Coffee in the Bridge Street Gallery Building. She reminded Council of the May 31, 2021 Memorial Day Parade at 11am. She then reported submitting a grant to restore the mural on the Bridge Street Gallery facing Allegan Street.

Superintendent Pond reminded Council of the city's new 5-year permit from the State of Michigan.

Public Safety Director Bomar reported ongoing work with the regional hazardous mitigation plan.

Clerk/Treasurer Kelley reported ongoing work with the budget.

City Manager Wilson reported having received feedback from Gun Plain Township regarding the 425 Agreement, which is being reviewed by the City Attorney. Council should have an action item on the May 24, 2021 Council Agenda in advance of the Township's June 3, 2021 meeting.

15. Council Comments:

Councilmember Wisnaski inquired about the South Main gas station. City Manager Wilson reported waiting for the 90-day window before taking formal assessable actions.

16. Adjournment:

A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 7:51 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
May 24, 2021



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
May 24, 2021

1. Mayor Keeler called the regular meeting to order at 7:00 PM in the Plainwell City Hall Council Chambers.
2. Shawn from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was recited.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Keeney and Councilmember Wisnaski. Absent: Councilmember Overhuel.
A motion by Steele, seconded by Keeney, to excuse Councilmember Overhuel with prior notification. On a voice vote, all in favor. Motion passed.
5. Approval of Minutes:
A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Minutes of the 05/10/2021 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None
9. Mayor's Report: Mayor Keeler shared that he and others were able to go visit Councilmember Overhuel recently, and that he looked really well.
10. Recommendations and Reports:
 - A. Community Development Manager Siegel reported receipt of a special event permit application for the Island City Festival on Saturday, June 12th, and introduced Tracee Dunlop as the main organizer behind the event. The day will have numerous events taking place throughout downtown, and the request for several street closures, including North Main Street. With less revenue this year since the festival is unable to have a carnival, Tracee is requesting that Public Safety donates one police officer's time throughout the day, a cost that we usually bill the festival for.
A motion by Keeney, seconded by Steele, to approve both the Special Event Permit Application and the request to donate Public Safety's time for the Island City Festival. On a voice vote, all in favor. Motion passed.
11. Communications:
 - A. **A motion by Steele, seconded by Keeney, to accept and place on file the April 2021 Public Safety Report. On a voice vote, all in favor. Motion passed.**
12. Accounts Payable:
A motion by Keeney, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$27,975.16 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None

14. Staff Comments:

Superintendent Nieuwenhuis reported continuing work with the new paving equipment this week. Flower planting is nearly complete. Most of the roofs throughout the city have been redone, including the airport, Public Works, Band Shell and others. The City Hall/mill roof is currently delayed as they found problems after removing the existing roof.

Community Development Manager Siegel reported working on a map of the downtown businesses that will go in a kiosk downtown. Concerts in the Park start at the Band Shell on Wednesday, June 2nd at 7:00pm and go throughout the summer.

Superintendent Pond reported on an issue with one of the three pumps at the Cushman Street lift station.

Public Safety Deputy Director Varley reported that crime is picking up as the weather gets warmer and COVID restrictions are loosened. We have put out advertisements for a part-time police officer and paid on-call firefighters, and have not received any applications for either. He is actively working on recruiting and finding potential candidates for both positions.

City Manager Wilson reported on several traffic concerns in Plainwell: completing the bike lanes on South Main Street while preserving street parking for the downtown business located on that block, residents' concerns about the 35mph speed limit on South Main that is in a residential area, and the safety of students crossing busy streets near the schools. With multiple concerns in the same area of town, Manager Wilson will seek prices for a traffic study. He also briefed Council on an issue with excess sediment in the Kalamazoo River from Morrow Dam being drained a year ago, as this may affect Plainwell in the future. He elaborated on the roof issue over City Hall and Building 11. These issues have nothing to do with the mill demolition or grant funding we have. We are submitting the unexpected roofing issues to insurance but do not know about coverage yet. Lastly, he brought up the news about the William Crispe House closing in June. Council members expressed disappointment about the closure and residents needing to move out. The City has heard from entities interested in the house, but commented that the City isn't in the position to make decisions about the future of the house until possession changes over in June.

15. Council Comments:

Councilmember Steele wished everyone a wonderful Memorial Day weekend.

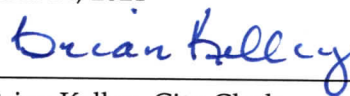
16. Adjournment:

A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 7:51 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Julie Saukas
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL

June 14, 2021



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
June 14, 2021

1. Mayor Keeler called the regular meeting to order at 7:00 PM in Plainwell City Hall Council Chambers.
2. Steve Smail of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was recited.
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 05/24/2021 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report:
Clerk Kelley provided a report from Commissioner Cain who had reported that the County recently approved the Off-Road Vehicle Ordinance. Cain noted that it shouldn't affect the city specifically, but Gun Plain Township was working on an ordinance to disallow or restrict the ORVs. Cain also reported that the County received \$23-million in American Rescue Plan Act funding and is forming a committee of citizens and community leaders to determine proper spending of those funds, with a focus on broadband extensions countywide.
8. Agenda Amendments: None
9. Mayor's Report:
Mayor Keeler noted that the "new face of the mill" is now visible. He also noted having enjoyed the Plainwell Days Festival.
10. Recommendations and Reports:
 - A. Superintendent Pond reported annual biosolids removal and the technical nature of the work, which has been done under a contract that expires on July 1. The bio-solids are a natural by-product of the process and are removed annual for use in farming. Bids were solicited for which two firms responded.
A motion by Wisnaski, seconded by Keeney, to approve a new five-year contract with Bio-Tech Agronomics for annual bio-solids disposal with an estimated contract cost of \$128,094.00. On a roll call vote, all in favor. Motion passed.
 - B. Superintendent Pond reported a necessary replacement of outdated equipment, originally installed in 1980. The methane gas accumulator and drip trap help minimize the odor levels at the treatment plant and corrodes over time due to the condensation generated by the process. Due to the specialized nature of the system, the purchase must be made from a sole source vendor.
A motion by Overhuel, seconded by Keeney, to approve the purchase of a replacement methane accumulator and drip trap from L&J Technologies (Shand & Jurs) at an estimated cost of \$8,550.00. On a roll call vote, all in favor. Motion passed.

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- C. Superintendent Nieuwenhuis gave an update the city's water supply, infrastructure and staffing.
A motion by Steele, seconded by Overhuel, to accept the Water Quality Report and place on file. On a voice vote, all voted in favor. Motion passed.
- D. City Manager Wilson introduced Gerry Bentley, owner of Dean's Ice Cream who asked Council about closing a portion of North Sherwood on Monday evenings throughout the summer to accommodate extra parking and displays of vintage vehicles at recurring community events. Currently the cars park along Sherwood and Oak Streets creating traffic bottlenecks. Closing the street would allow safer street crossings, according to Mr. Bentley. Concerns about traffic signage, neighbor input, and alternative locations were discussed. Council debated a blanket approval or a temporary approval. There were also general discussions about traffic concerns on North and South Sherwood.
A motion by Keeney, seconded by Steele, to approve the temporary closure of North Sherwood on Monday evenings from June 21 through July 12, 2021 for Dean's Ice Cream "Car Cruise In" events, and to re-evaluate the closure at the July 12, 2021 Council Meeting. On a voice vote, all in favor. Motion passed.
- E. City Manager Wilson reminded Council of a discussion from an earlier Council meeting about a request from Barb Bechtel, owner of Barbed Wire Café, to purchase a portion of the vacant lot at 134 South Main, known as the Jensen Lot. Council had questions about ownership and economic viability of splitting the lot. The City Attorney reviewed the ownership and agreed the city owns the lot, not the DDA. The Attorney also provided parameters under which the Council could market and sell the lot or a portion. Council discussed ongoing concerns about DDA involvement and consideration. Community Development Manager Siegel noted the sale of a portion of the Jensen Lot could result in zoning restrictions. Council confirmed the Central Business District (CBD) has no setback requirements.
A motion by Steele, seconded by Keeney, to refer the request to the DDA Board for consideration and recommendation, with a confirmation of CBD Zoning requirements. On a roll call vote, all in favor. Motion passed.
- F. Community Development Manager Siegel reported on the draft 2021/2022 BRA/TIFA/DDA budget, which was reviewed and recommended by the BRA/TIFA/DDA Board at the June 8, 2021 Meeting. The budget includes revenue and project cost estimates. Each fund has an excess of revenues over expenditures.
A motion by Steele, seconded by Keeney, to approve the draft 2021/2022 BRA/TIFA/DDA budget as presented. On a roll call vote, all in favor. Motion passed.
- G. Clerk Kelley reminded Council of the necessary public hearing for adoption of the full 2021/2022 City Budget, set at the 2nd June Council Meeting.
A motion by Steele, seconded by Wisnaski, to set a public hearing for June 28, 2021 to consider the 2021/2022 city budget. On a voice vote, all in favor. Motion passed.
- H. Clerk Kelley gave a report on the proposed 425 Agreement with Gun Plain Township for the acreage at the corner of Miller Road and 8th Street. There needs to be 30-day notice for a public hearing. Gun Plain Township issued its Notice of Public Hearing. Council is being asked to set a related hearing.
A motion by Steele, seconded by Keeney, to set a public hearing for July 26, 2021 to consider a proposed Act 425 Conditional Land Transfer Agreement with Gun Plain Township. On a voice vote, all in favor. Motion passed.

11. Communications:

A. A motion by Steele, seconded by Overhuel, to accept and place on file the May 2021 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Wisnaski, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$701,189.95 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments:

Resident David Brown, 219 Cushman Street, asked whether the city wishes to continue use of its easement at 229 Cushman Street, which he also owns, for access to the Cushman Street Lift Station. Mr. Brown wishes to install a gate which would offer city ongoing access to its infrastructure on the property. City Council had no issues with that request. He also asked who owns the property to the north beyond the easement, where the train tracks used to be, for purposes of possibly acquiring the land for purposes of installing privacy fencing to discourage public access. Council referred the ownership and the fencing questions to the Administration for consideration and recommendation.

Resident Jeffery Lyons, 120 N. Sherwood, continued discussion of traffic concerns on North Sherwood, particularly on Mondays (cars "peeling out") and on the weekends parking in the grass areas. He asked about stop signs. The city agreed to add a traffic control study and will consider specific patrols as staffing allows. Mr. Lyons also asked about barriers between the "kids' park" section of Sherwood Park and the street. The Council considered alternatives and agreed to add this to the traffic control study.

14. Staff Comments:

Superintendent Nieuwenhuis noted the John Deere tractor is going for auction on June 15 and that he's working on a deal to sell the infrared machine. He asked for budget consideration for a new dump/plow truck.

Community Development Manager Siegel reported a successful Plainwell Days Festival with only minor issues. She reported several business updates.

Director Bomar reported challenges with finding viable police and firefighter candidates. He also gave Council a briefing about a break-in at the Presbyterian Church over the weekend.

Clerk/Treasurer Kelley continues to monitor proposed law changes, working with the City Manager on the budget for presentation to Council, and setting up the 2021 summer tax roll.

City Manager Wilson reported working on the budget and on the mill.

15. Council Comments:

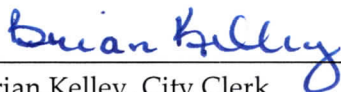
Each Councilmember welcomed Councilmember Overhuel back. Councilmember Overhuel thanked everyone for their support.

16. Adjournment:

A motion by Steele, seconded by Keeney, to adjourn the meeting at 8:48 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
June 28, 2021



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
June 21, 2021

1. Mayor Keeler called the special meeting to order at 7:00 PM in Plainwell City Hall Council Chambers.
2. Pledge of Allegiance was recited.
3. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, and Councilmember Wisnaski. Absent: Councilmember Overhuel and Councilmember Keeney.
A motion by Steele, seconded by Wisnaski, to excuse Councilmember Overhuel and Councilmember Keeney. On a voice vote, all in favor. Motion passed.
4. New Business:
 - A. City Manager Wilson gave a briefing on roof repairs needed on Mill Buildings 2 and 3. He discussed the full roof repairs could not be part of the grant proceeds, but would be funded by the EGLE Loan. The work being recommended is to encapsulate the roof to maintain a warranty for the work completed.
A motion by Wisnaski, seconded by Steele, to approve a contract with Melching, Inc. for encapsulation of asbestos roofing on Buildings #2 and #3 at a cost of \$125,049.22. On a roll call vote, all in favor. Motion passed.
 - B. City Manager Wilson gave a report on the draft 2021/2022 city budget. He highlighted items from each fund. He noted a pending 2022 retirement of a long-term administrative employee and the reallocation of job functions to a new City Clerk (Deputy Clerk to start). There was discussion of future revenues after development of the mill property. The Council discussed paving of the Old Orchard as a priority and whether it was time to install water/sewer infrastructure throughout the neighborhood. Council asked a survey of homeowners be done to determine the viability of special assessment to help fund. Council then discussed the Solid Waste Fund and debated the viability of the city looking into composting itself. There were discussions of the challenges, regulations, leaching and locations of such a compost pile. Council thanked the City Manager for his work on the budget.
A motion by Steele, seconded by Keeney, to set a public hearing for July 26, 2021 to consider a proposed Act 425 Conditional Land Transfer Agreement with Gun Plain Township. On a voice vote, all in favor. Motion passed.
5. Public Comments: None.
6. Council Comments: None.
7. Adjournment:
A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 4:38 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
June 28, 2021



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
June 28, 2021

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Peter Dams from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 06/14/2021 regular meeting and the Council Minutes of the 06/21/2020 special meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comment: None
7. County Commissioner Report: None
8. Agenda Amendments:
Added Item 10g to Amend a Notice of Public Hearing for a proposed Act 425 Conditional Land Transfer Agreement.
9. Mayor's Report:
Mayor Keeler reported a complete City Manager evaluation with all good marks. City Manager Wilson thanked Council and staff for their support.
10. Recommendations and Reports:
 - A. Clerk Kelley reported having communicated with four (4) board members on various Boards and Commissions, each of whose term expires on June 30. Each member expressed desire to continue serving. The Mayor reviewed the list and has recommended re-appointment of each member, as presented, subject to City Council confirmation.
A motion by Steele, seconded by Overhuel, to confirm the Mayor's appointment of four (4) citizens to various Boards & Commissions effective July 1, 2021 as presented. On a voice vote, all voted in favor. Motion passed.
 - B. Superintendent Nieuwehnhuis provided a quote from M&K Truck Centers for repairs to Truck 12. He reported that Martin Spring and Power Automotive had already looked at the truck, but were unable to provide a quote for repairs. This truck is used in the leaf pickup, paving and snow plowing operation.
A motion by Keeney, seconded by Wisnaski, to approve the quote from M&K Truck Centers for \$8,242.45 for repairs to Truck 12. On a roll call vote, all voted in favor. Motion passed.
 - C. Treasurer Kelley presented several budget amendments to account for 2020/2021 projects previously approved but not accounted for in the budget, and for changes to cost distributions.
The City of Plainwell is an equal opportunity employer and provider

A motion by Steele, seconded by Overhuel, to approve the 2020/2021 Budget Amendments as presented. On a roll call vote, all voted in favor. Motion passed.

- D. Treasurer Kelley presented a schedule of fines and fees for the upcoming 2021/2022 Budget Year with no recommended changes from the prior year.**

A motion by Wisnaski, seconded by Steele, to adopt Resolution 2021-09 for the 2021/2022 Fines and Fees and asked staff to review the listing to confirm that costs are being covered. On a voice vote, all voted in favor. Motion passed.

- E. A motion by Steele, seconded by Overhuel, to open a Public Hearing at 7:14pm for the 2021/2022 Plainwell City Budget. On a voice vote, all in favor. Motion passed.**

City Manager Wilson presented the 2021/2022 Plainwell City Budget showing the revenues and expenditures for all funds city-wide, specifically identifying challenges faced by the Solid Waste, Water and Motor Pool Funds. This budget reflects reinstatement of non-furloughed work schedules. He reported capital projects recommend, including a 3rd dump truck to streamline the paving operation, and discussed upcoming projects to be included in a later bond request.

One citizen asked questions about the comparative financial situations with Otsego City and asked about the history of taxable values when the Mill was operational.

A motion by Steele, seconded by Overhuel, to close the Public Hearing at 7:41pm. On a voice vote, all in favor. Motion passed.

A motion by Keeney, seconded by Wisnaski, to adopt Resolution 2021-10 for the General Fund Appropriations for the 2021/2022 Plainwell City Budget. On a roll call vote, all voted in favor. Motion passed.

A motion by Keeney, seconded by Wisnaski, to adopt Resolution 2021-11 for the Special and Operating Funds Appropriations for the 2021/2022 Plainwell City Budget. On a roll call vote, all voted in favor. Motion passed.

- F. Treasurer Kelley presented a listing of confirming and blanket purchase orders for approval for Fiscal Year 2022. He explained that the city has ongoing contracts requiring purchase orders, and routinely works with preferred and sole-source vendors where sometimes individual purchases would exceed \$1,000 requiring a purchase order. Using blanket purchase orders allows the department to efficiently approve purchases without delays writing purchase orders.**

A motion by Wisnaski, seconded by Steele, to approve 31 confirming and blanket purchase orders for Fiscal Year 2022 as presented. On a roll call vote, all in favor. Motion passed.

- G. Clerk Kelley reminded Council that it set a July 26, 2021 public hearing to consider the Act 425 Agreement with Gun Plain Township. There is a 30-day comment period required before action can be taken on the 425 Agreement. The Clerk misunderstood and thought the 30-day period related to the notice of the public hearing, but it actually applies to the time after the public hearing. The miscommunication was corrected by the City Attorney who recommends Council to amend the Notice of Public Hearing to be held on July 12, 2021 instead, with notices to be distributed by the Clerk as required.**

A motion by Steele, seconded by Keeney, to amend the Notice of Public Hearing to July 12, 2021 to consider the Act 425 Conditional Land Transfer Agreement, rescinding the July 26, 2021 Public

Hearing, and to direct the City Clerk to publish and distribute all Notices related to the approved action. 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 May 2021 Public Safety Report and the May 2021 Water Renewal Report. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Wisnaski, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$300,148.91 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None

14. Staff Comments

Personnel Manager Lamorandier reported training staff her job duties and announced a new baby arrival for one of the administrative staff!

Superintendent Nieuwenhuis reported staff dealing with more than 6" of rain recently received!

Community Development Manager Siegel reported that there are 161 businesses in Plainwell, including 61 in the Downtown District and 37 in the Industrial Park. She reported working on a Michigan Gas Utility Grant for wayfinding signs. She noted working with the City Planner for a food truck regulation and permits.

Director Bomar reported the apprehension of the perpetrator of a recent break-in at the Presbyterian Church.

Clerk/Treasurer Kelley reports 2021 Summer Property Tax Statements will be mailed on Wednesday, June 30 as well as utility bills. He noted working on setting up for the new budget year and evaluating election law changes.

City Manager Wilson reported the City will take possession of the William Crispe Community House on July 1, with associated costs of insurance, utilities and maintenance. He noted that the city will make every effort to remain true to the history of the building. He thanked Council once again for their evaluation.

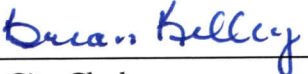
15. Council Comments:

Councilmember Wisnaski reported about 40 cars at the June 21, 2021 Dean's Car Cruise and that there was good public safety presence. He noted one semi-truck struggled to negotiate the left turn from Oak to Sherwood. Superintendent Nieuwenhuis reported additional signage for appropriately detouring traffic.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:27 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
July 12, 2021


Brian Kelley, City Clerk

MINUTES
Plainwell City Council
July 12, 2021

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Brian Warren from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele and Councilmember Wisnaski. Absent: Councilmember Overhuel and Councilmember Keeney.
A motion by Steele, seconded by Wisnaski, to excuse Councilmember Overhuel and Councilmember Wisnaski. On a voice vote, all voted in favor. Motion passed.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Minutes and Summary of the 06/28/2021 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None
7. County Commissioner Report:
Commissioner Rick Cain reported that the County is once again meeting in person. They are discussing how to use the American Rescue Plan Funds received. He noted the County is considering countywide endeavors. He noted the courthouse project is coming along
8. Agenda Amendments: None
9. Mayor's Report: None
10. Recommendations and Reports:
 - A. City Manager Wilson reminded Council of an earlier request from Dean's Ice Cream to temporarily close North Sherwood on Monday evenings for a Car Cruise evening to allow more cars and less congestion. Council granted temporary approval on June 14, with reconsideration on July 12. Staff discussed costs associated with the street closures and Council deliberated a Special Event Permit.
A motion by Steele, seconded by Wisnaski, to approve the Special Event Permit for Dean's Ice Cream closing North Sherwood on Monday Evenings. On a voice vote, all voted in favor. Motion passed.
 - B. **A motion by Steele, seconded by Wisnaski, to open a Public Hearing at 7:16pm to consider a proposed Act 425 Conditional Land Transfer Agreement. On a voice vote, all voted in favor. Motion passed.**

Clerk Kelley reported that Notice had been posted at City Hall and in the Kalamazoo Gazette of this Public Hearing to consider a proposed Act 425 Conditional Land Transfer Agreement with Gun Plain Township. The subject property is located at the corner of Miller Road and 8th Street. The agreement allows the property to become City of Plainwell property with Gun Plain Township receiving one mil from the property tax levy for a 50-year period, with a 50-year renewal. The agreement has been approved by the Gun Plain Township Board and adoption of the proposed Resolution confirms the City's

approval of the agreement, subject to a 30-day window during which concerns may be submitted, by petition, to the Gun Plain Township Clerk. After 30 days, the agreement will be considered final.

Public Comments – questions were asked about land divisions inside the subject property, and whether tax abatements would be considered in the district. City Manager Wilson noted that no engineering has been done related to the project to-date, but it is estimated the land could be split into 5-acre lots, but that has yet to be determined. He also noted that City Council has historically considered tax abatement requests favorably.

A motion by Wisnaski, seconded by Steele, to close the Public Hearing at 7:27pm. On a voice vote, all voted in favor. Motion passed.

A motion by Wisnaski, seconded by Steele, to adopt Resolution 2021-12 approving the proposed Act 425 Conditional Land Transfer Agreement with Gun Plain Township. On a roll call vote, all voted in favor. Motion passed.

- C. Treasurer Kelley reported the city's award of \$395,333 of American Rescue Plan Act Fiscal Recovery Fund Funding by the federal government, through the State of Michigan. The funds will be paid in two (2) annual installments and the city has until December 31, 2024 to incur eligible costs. The application names the City Treasurer as the contract person for the funds as approved by the City Manager. The recommended action is to authorize the City Manager to execute the documents on behalf of the city and to amend the budget to create Fund 285 – Stimulus Grant Fund – for the revenue and related future costs. **A motion by Steele, seconded by Wisnaski, to accept the American Rescue Plan Funding in the amount of \$395,333, authorizing the City Manager to execute all documents, and to amend the budget to add Fund 285 – Stimulus Grant Fund. On a roll call vote, all voted in favor. Motion passed.**

11. Communications:

- A. **A motion by Steele, seconded by Wisnaski, to accept and place on file the June 2021 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

A motion by Wisnaski, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$212,589.40 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None

14. Staff Comments

Personnel Manager Lamorandier reported ongoing training.

Superintendent Nieuwenhuis reported the city has received a Drinking Water Asset Management (DWAM) Grant award of \$269,950 to identify, catalog and test drinking water assets, similar to the SAW Grant. He also reported that the road striping project is nearing completion. He noted that he is working on equipment sales and purchases to be presented to Council at the next meeting. Finally, he noted that the city spent two full days collecting leaves and brush last week.

Community Development Manager Siegel reported having submitted a grant application for painting restoration on some downtown buildings, and noted an upcoming River-to-River Trail meeting.

Superintendent Pond provided an update on the Morrow Dam Cleanup Project.

Director Bomar reported with sadness the resignation of Records Clerk Joy Sausaman, Full-Time Public Safety Officer Eric Luthy and Part-Time Public Safety Officer Jeff Glerum.

Clerk/Treasurer Kelley reported 2021 Summer Property Tax Statements were mailed on Wednesday, June 30 and are due August 16. Anyone needing a copy of their tax bill should contact City Hall or check the website.

City Manager Wilson reported a meeting with a contractor at Crispe House on July 13 to discuss ADA compliance upgrades. He noted a 90-day reporting period for the Clark Station on South Main will end mid-August. He reported that the contractor is waterproofing Mill Buildings 2, 3 and 10. He noted working with EPA on institutional controls relative to the mill cleanup, and that a Request for Qualifications for a mill developer is nearing completion.

15. Council Comments: None

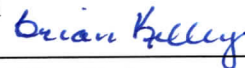
16. Adjournment:

A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 8:00 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

July 26, 2021



Brian Kelley, City Clerk