

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
211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282
Web Page Address: www.plainwell.org

Agenda Planning Commission August 5, 2020 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes: 11/06/2019 Planning Meeting
5. Chairman’s Report
6. New Business:
 - A. Re- Election of Officers
 - B. Amendments to Zoning Ordinances Sec. 53-73 and 53-115 re: floodplains, mining and excavation standards. Presentation by City Planner, Nathan Mahmed from Williams and Works.
7. Old Business:
 - A. Review the Recreational Marihuana Ordinance and set Public Hearing for October 7, 2020 at 7 p.m.
8. Reports and Communications:
 - A. 11/11/19; 11/25; 12/09;12/23/2019; 01/13/2020; 01/27;
2/10/02/24;03/09;04/13;05/11;05/26; 06/02; 06/18 special meeting; 06/22; 07/06;
07/13/2020 Council minutes
9. Public Comments
10. Staff Comments
11. Commissioners/ Council Comments
12. Adjournment

Zoom Link
<https://us02web.zoom.us/j/85095699052?pwd=a0ZLQTIUaW5hM3FHVIMrZzFuemJKUT09>

Meeting ID: 850 9569 9052
Passcode: 7CJT66

The City of Plainwell is an equal opportunity provider and employer

CITY OF PLAINWELL
MINUTES
Planning Commission
November 6, 2019

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

1. Call to Order at 7:00 p. m. by Colingsworth
 2. Pledge of Allegiance was given by all present.
 3. Roll Call: Present: Jay Lawson, Rachel Colingsworth, Stephen Bennett,
Lori Steele, Gary Sausaman, Jim Higgs
Excused: Diana Lubic
 4. Approval of Minutes – 10/16/19
**Bennett motioned to approve minutes, as received seconded by Lawson.
Minutes approved on an all in favor voice vote.**
 5. Chairperson’s Report: None

**A motion was made by Steele to Open the Public Hearing and seconded by
Bennett at 7:02 p.m.**
 6. New Business/ Public Hearing Opened at 7:02 p.m.
Review and discussion on amending ordinance section 53-128 to allow:
A site plan for a use permitted by right shall be approved
administratively by the City Manager or designee or by the Planning
Commission, consistent with the regulation and standards set forth in
this section. The City Council shall be responsible to review and
approve all site plans associated with special land use requests consistent
with the provisions of the section. Allow the City Manager or designee to
approve site plans that do not change the scoop of the property by more
than 10% or are personal property such as fences, accessory buildings,
roofs etc. to expedite the site plan review process.

**Motion by Higgs to recommend amending Ordinance section 53-128 as
written to move forward to City Council for final approval. Seconded by
Steele. Motion passed with an all in favor vote.**
- Higgs motioned to close the public hearing seconded by Sausaman. Meeting closed
at 7:16 p.m.**
7. Old Business None
 8. Reports and Communications:
A 9/23/19, 9/26/19, 10/14/19 Council Minutes reviewed by Commission

9. Public Comments – None

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

11. Commissioner Comments:

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

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

12. Adjournment:

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

Minutes submitted by Denise Siegel, Community Development Manager

williams&works

engineers | surveyors | planners

July 13, 2020

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

RE: 2020 Zoning Amendments for the City of Plainwell

Dear Mr. Wilson,

The purpose of this letter is to provide a scope and timeline for text amendments to the City of Plainwell Zoning Ordinance regarding floodplain and excavation standards. The targeted edits are informed by our memo dated May 26, 2020 which analyzed the City's Zoning Ordinance and Master Plan for issues related to floodplains, mining, and excavation standards. We do not believe that amendments to the City's Master Plan are needed at this time; however, if the City would like assistance with amendments, we can provide an updated scope to include Master Plan amendments at the City's request.

Scope. We envision the process to consist of approximately five tasks, outlined below.

- Task 1. Base Ordinance Draft.** We will create draft zoning ordinance amendment language based on our May 26, 2020 memo and address the concerns outlined in the discussion including amendments to Sec. 53-73 and 53-115. We will utilize our experience with these standards in other communities and employ best practices to be sure the language is clear and effective.
- Task 2. Planning Commission Discussion.** We will attend a Planning Commission meeting to discuss the revisions and reasons for the amendment. We will review the initial ordinance with the Planning Commission and work through potential options.
- Task 3. Revisions.** We will revise the base zoning ordinance based on the first meeting with the Planning Commission (if needed). This draft will be ready to present at the public hearing in Task 4.
- Task 4. Public Hearing.** We can present the draft ordinances to the Planning Commission and the public at the required public hearing (if desired). This includes the preparation of visual aids for the public as well as paper copies of the proposed ordinance language. We can assist with the development of public hearing notices if desired. After the Public Hearing, the Planning Commission will be able to recommend the adoption of the proposed amendments to City Council. If any minor changes are made, we will modify the ordinances in advance of the City Council meeting.

Task 5. Council Meeting. At this meeting, we will present the draft ordinance to the City Council and answer questions from city officials as well as the public.

Staff. The project will be led by Nathan Mehmed, AICP with assistance from Andy Moore, AICP. Combined, Andy and Nathan have more than 20 years of planning and zoning experience in West Michigan with dozens of municipal clients and projects.

Professional Fees. Williams & Works proposes to serve the City in the completion of this assignment on an hourly reimbursable basis for a total fee not to exceed \$2,000; including up to three meetings and should be completed in about three months. This fee does not include the cost of legal expenses provided by the City's legal counsel; however, we anticipate working closely with the City Attorney to ensure that our amendments are appropriate. This fee includes all costs of labor and reimbursable expenses for the work scope outlined above. If additional work is necessary or desired, we can work with the City to provide an updated scope and fees. Our billing rates are as follows:

- Mehmed: \$100/hour
- Moore: \$125/hour
- Meeting Attendance: approximately \$300/meeting

We will be happy to discuss this proposal further should you have questions. If this scope and proposal are acceptable to you, our existing Professional Services agreement will be amended to include the tasks as outlined in this letter

We appreciate the opportunity to continue our work with you and the City of Plainwell. As always, please let us know if we can provide any additional information.

Sincerely,

Williams & Works



Andy Moore, AICP
Executive and Planning Group Lead



Nathan Mehmed, AICP
Senior Planner

**CITY OF PLAINWELL
ALLEGAN COUNTY, MICHIGAN**

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE CITY OF PLAINWELL ZONING ORDINANCE; TO AMEND SEC. 53-73 PERTAINING TO THE DELINEATION OF THE FLOOD HAZARD OVERLAY ZONE; AND TO AMEND SEC. 53-115 PERTAINING TO THE EXCAVATION, REMOVAL, AND FILLING OF LAND.

CITY OF PLAINWELL, ALLEGAN COUNTY, MICHIGAN, ORDAINS:

Section 1. Amendment of Sec. 53-73(C). Sec. 53-73(C) of the City of Plainwell Zoning Ordinance is amended to read as follows:

C. In addition to other requirements of this chapter applicable to development in the underlying zoning districts, compliance with the requirements of this article shall be necessary for all development occurring within the flood hazard area zone. Land uses permitted in the flood hazard overlay zone outlined in this chapter may only be permitted if such land use is permitted in the underlying zoning district, or if the land use is accessory to permitted principal use. Conflicts between the requirements of this article and other requirements of this chapter or any other ordinance shall be resolved in favor of this article, except where the conflicting requirement is more stringent and would further the objectives of this article to a greater extent than the requirements of this article. In these cases, the more stringent requirement shall be applied.

Section 2. Amendment of Sec. 53-115. Sec. 53-115 of the City of Plainwell Zoning Ordinance is amended to read as follows:

Sec. 53-115. EXCAVATION, REMOVAL AND FILLING OF LAND.

The use of land for the excavation, removal, filling, or depositing of any type of earth material, topsoil, gravel, or rock is not permitted in any zoning district, except under a permit or approval granted by the authority of this Ordinance. This regulation does not apply to normal soil removal for basement or foundation work when a building permit has previously been duly issued by the Building Inspector or for minor earth material removal or fill of less than two-hundred (200) cubic yards. No property shall be filled or graded so as to cause a discharge of surface water run-off onto abutting premises in such a manner that will cause inconvenience or damage to adjacent properties. When property is developed or modified, existing grades on adjacent property shall have priority.

Section 3. 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 4. 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 5. Effective Date. This Ordinance is ordered to take effect eight (8) days following publication of adoption in *INSERT LOCAL NEWSPAPER*, 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:

Declared adopted on:

Brad Keeler, Mayor

Brian Kelley, Clerk

DRAFT

MEMORANDUM

To: Erik Wilson, City Manager
Date: May 26, 2020
From: Nathan Mehmed, AICP
Andy Moore, AICP
RE: **Mining Operations in the City of Plainwell and Balkema Property**

The purpose of this memorandum is to review the City of Plainwell's Zoning Ordinance and Master Plan regarding mining operations and to address specifically the subject property (Balkema property) involved in the 2005/2006 mining operation proposal, as requested. The following paragraphs detail if mining operations are permitted or planned in the City and the uses that are presently allowable on the Balkema property according to the City's Zoning Ordinance and Master Plan.

Zoning Ordinance. The City of Plainwell Zoning Ordinance does not list mining or extraction operations as a permitted or special land use in any of the underlying zoning districts. However, sand and gravel extraction uses are listed as a permitted use in the Flood Hazard Area Overlay. Overlays are districts that are typically intended to address certain specific issues (like flooding) and are usually more restrictive than the underlying zoning district. Additionally, overlays are generally intended to supplement, and not conflict with, the underlying zoning district. That does not appear to be the case in the City of Plainwell Zoning Ordinance.

Sec. 53-73 of the Zoning Ordinance outlines the Flood Hazard Area Overlay Zone, and it states that "Conflicts between the requirements of this article and other requirements of this chapter or any other ordinance shall be resolved in favor of this article, except where the conflicting requirement is more stringent and would further the objectives of this article to a greater extent than the requirements of this article. In these cases, the more stringent requirement shall be applied." We find this language to be confusing, and an applicant looking to establish a mining operation in the Flood Hazard Area may point to this provision in support of their case that it would be permitted on the Balkema property, regardless of the underlying zoning.

The challenge with the list of permitted uses in the Flood Hazard Overlay Zone is that many of them (like mining) are not permitted in the underlying district. This is problematic because (1) it creates a conflict in the ordinance, and (2) it can result in undesirable uses being located in districts that were never intended to accommodate them. Since sand and gravel mining is a permitted use in the Flood Hazard Overlay District, only site plan approval by the planning commission would be required.

Further, Sec. 53-115 of the Zoning Ordinance, which is located in General Provisions, outlines provisions for the “excavation, removal, and filling of land.” This section states that “The use of land for the excavation, removal, filling or depositing of any type of earth material, topsoil, gravel, rock, garbage, rubbish or other wastes or by-products, is not permitted in any zoning district, except under a certificate from and under the supervision of, the Building Inspector in accordance with a topographic plan, approved by the City Engineer, submitted by the feeholder owner of the property concerned.” We interpret this to mean that anyone may extract or remove gravel from any property in the City as long as they meet the provisions of that Section as no other limits, quantities, or purposes are prescribed. The Section also goes on to state that “This regulation does not apply to normal soil removal for basement or foundation work when a building permit has previously been duly issued by the Building Inspector.” This further leads us to believe it could be interpreted to apply to large-scale removal of earth such as a gravel mining operation, although it seems unlikely that this was the intent.

An applicant looking to establish a sand and gravel mine could present a reasonable case that the operation would be permitted with site plan approval from the Planning Commission, an “extraction certificate” issued by the Building Inspector, and sign-off by the City Engineer. Further, the lack of discretionary standards or any further regulation regarding mining operations is a cause for concern.

Master Plan. The 2016 City of Plainwell Master Plan does not specifically address mining or extraction operations. This is common – many Master Plans are written in broad language to allow for regulatory flexibility and do not address many specific uses. However, a comprehensive reading of the Master Plan does not support mining and/or extraction operations as a desired land use in the City.

Balkema Property. The Balkema property is currently zoned R-1A, Single Family Residence. The R-1A district “is established as a district in which the principal use of land is for single-family dwellings.” Further, the specific intent of the R-1A section is to “to prohibit business, commercial or industrial use of the land, and to prohibit any other use which would substantially interfere with development or continuation of single-family dwellings in the district.” Generally, the R-1A district permits single-family dwellings, parks, and public facilities. Although mining operations are not specifically permitted in the R-1A district, Sec. 53-115 described above still appears to permit the extraction of gravel on the Balkema property. Further, the Balkema property is also partially located within the Flood Hazard Area, so the Flood Hazard Area Overlay Zone would apply to that area of the property.

The future land use map in the Master Plan envisions low-density residential land uses for the Balkema property. The Master Plan also specifically addresses the Balkema property by stating that Low-Density Residential areas “primarily reflect existing residential neighborhood patterns with the exception of a large parcel north of Second Avenue between the Kalamazoo River and the Norfolk-Southern railway corridor. While currently undeveloped, the property provides future opportunities for a low-density, traditionally designed neighborhood with small blocks defined by

interconnected streets and sidewalks, garages that do not dominate the streetscape and a focus on creating a quality environment that encourages walking and includes small parks and linked open spaces.” The language in the Master Plan is quite clear that the Balkema property is intended to be a traditional residential neighborhood.

Other Issues. If the above sections of the Zoning Ordinance that permit gravel extraction were amended or removed, there are a couple of other cases that could be put forth in support of an operation of which the City should be aware.

There is language in the Michigan Zoning Enabling Act that partially preempts local regulation of mining, which states as follows (see MCL 125.3205(3) et. seq.)

- (3) An ordinance shall not prevent the extraction, by mining, of valuable natural resources from any property unless very serious consequences would result from the extraction of those natural resources. Natural resources shall be considered valuable for the purposes of this section if a person, by extracting the natural resources, can receive revenue and reasonably expect to operate at a profit.*
- (4) A person challenging a zoning decision under subsection (3) has the initial burden of showing that there are valuable natural resources located on the relevant property, that there is a need for the natural resources by the person or in the market served by the person, and that no very serious consequences would result from the extraction, by mining, of the natural resources.*
- (5) In determining under this section whether very serious consequences would result from the extraction, by mining, of natural resources, the standards set forth in Silva v Ada Township, 416 Mich 153 (1982), shall be applied and all of the following factors may be considered, if applicable:
 - (a) The relationship of extraction and associated activities with existing land uses.*
 - (b) The impact on existing land uses in the vicinity of the property.*
 - (c) The impact on property values in the vicinity of the property and along the proposed hauling route serving the property, based on credible evidence.*
 - (d) The impact on pedestrian and traffic safety in the vicinity of the property and along the proposed hauling route serving the property.*
 - (e) The impact on other identifiable health, safety, and welfare interests in the local unit of government.*
 - (f) The overall public interest in the extraction of the specific natural resources on the property.**

The key provisions for the City in the statute listed above are what are considered “very serious consequences” and how the City goes about determining if “very serious consequences” would exist. There are two factors here that give the City a strong position: (1) the applicant has the

burden of demonstrating that “very serious consequences” would *not* be experienced as a result of the operation, and the City’s role is to evaluate whether or not the applicant has satisfied that burden (as opposed to the position that the burden would be on City to determine whether or not very serious consequences exist); and, (2) positive findings on items (a-d) would be difficult for an applicant to reach considering that the property is situated such that a mining operation would be required to use long-established single-family neighborhoods as its haul route(s).

The other possible hurdle for the City is that someone challenging its ordinance could state that by not permitting mining in the City, its ordinance is “exclusionary,” which would be unlawful. For clarification, we again turn to the Zoning Enabling Act, specifically MCL 125.3207, which states:

“Sec 207. A zoning ordinance or zoning decision shall not have the effect of totally prohibiting the establishment of a land use within a local unit of government in the presence of a demonstrated need for that land use within either that local unit of government or the surrounding area within the state, unless a location within the local unit of government does not exist where the use may be appropriately located or the use is unlawful.”

The key here is toward the end of the provision: “...unless a location within the local unit of government does not exist where the use may be appropriately located...” As it relates to the subject property, we believe the City is in a strong position to state that the Balkema property would not be considered an appropriate location for a mining/extraction use due to its proximity to established single-family neighborhoods, and the fact that the operation would need to use those neighborhood streets for haul routes.

Discussion. While mining operations on the subject property are not supported by the City’s Master Plan or specifically permitted in the zoning district which contains the Balkema property, two sections of the Zoning Ordinance could reasonably be interpreted to permit mining operations on the site. If mining operations are not desired on the Balkema property, these sections should be reviewed and amended to further clarify or exclude mining activities where they are not desired. In general, the Zoning Ordinance should reflect the vision of the Master Plan and support zoning decisions in the City.

There are several ways in which the City could amend the Zoning Ordinance to alleviate the potential land use conflicts or undesired uses described above; we have provided a few examples. Sec. 53-73 of the Zoning Ordinance, which contains the Flood Hazard Area Overlay Zone, could be amended to include a statement indicating that the listed uses are only permitted if they are also permitted in the underlying zoning district. This approach could also eliminate or modify language that indicates that the overlay district controls when there is a conflict. Alternatively, some uses could be omitted if it is determined that they are not desired in the Flood Hazard Area of the City. Sec. 53-115 of the Zoning Ordinance, which contains the standards for the “excavation, filling, and removal of land,” could be entirely omitted or amended

Mr. Erik Willson
May 26, 2020
Page 5

to include limitations on the amount of excavation, filling, or removing that can occur before it is a mining operation. At the very least, this Section should be amended to provide clarification.

As always please let us know if you have any questions.

STATE OF MICHIGAN)
County of Kalamazoo

ss. Maun Sutton

Being duly sworn deposes and say he/she is Principal Clerk of



THE KALAMAZOO GAZETTE

DAILY EDITION

a newspaper published and circulated in the County of Kalamazoo and otherwise qualified according to Supreme Court Rule; and that the annexed notice, taken from said paper, has been duly published in said paper on the following day(day(s))

June 3 A.D. 20 20

Sworn to and subscribed before me this 3 day of June 20 20

Janice M. DeGraaf
JANICE M. DEGRAAF
NOTARY PUBLIC, STATE OF MI
COUNTY OF KENT
MY COMMISSION EXPIRES Oct 3, 2020
ACTING IN COUNTY OF Kent

NOTICE OF ADOPTION OF EMERGENCY ORDINANCE CITY OF PLAINWELL ALLEGAN COUNTY, MICHIGAN

PLEASE TAKE NOTICE that on June 2, 2020, the City Council of the City of Plainwell, Allegan County, Michigan, adopted an ordinance amending Chapter 8 of the City of Plainwell Code of Ordinances, adding a new section 8-5 to impose a temporary moratorium on mining licenses, approvals and activities that will apply throughout the City of Plainwell. A summary follows:

Findings. Subsection A outlines the findings of the City of Plainwell, based on a memorandum prepared by the City's planning consultant, regarding mining and mineral extraction activities. A copy of the memorandum is on file with the City Clerk. The City Council found that a moratorium on mineral extraction and mining within the City is necessary until the review and development of new regulations is completed.

Administrative Action and Term. Subsections B and C impose a temporary moratorium on the City's issuance of any permit, license, zoning approval, rezoning, variance or similar approval for any mineral extraction, mining or similar activity, and on all such operations within the City for six (6) months.

Immediate Effect. For the reasons set forth in the Ordinance, the City Council declares the adoption of the Ordinance to be an emergency, and makes it effective immediately upon this publication.

A full copy of the new ordinance may be inspected, reviewed or purchased during regular business hours at Plainwell City Hall located at 211 N. Main Street, Plainwell, Michigan 49080 or by contacting Plainwell City Clerk Brian Kelley at 269-685-6821.

Respectfully submitted by,
Brian Kelley
Plainwell City Clerk

MINUTES
Plainwell City Council
November 11, 2019

1. Mayor Keeler called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Scott Smail from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Keeney, Councilmember Overhuel, and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Keeney, to accept and place on file the Council Minutes and Summary of the 10/28/2019 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comments: None.
7. Community Development Manager Siegel presented the 2019 Scarecrow Contest Winners to Jaqua Realtors (People's Choice) and to Hart's Jewelry (Best in Show)
8. County Commissioner Report:
Commissioner Rick Cain reported about a recent survey of the lakeshore along Allegan County showing erosion of several areas from South Haven to Holland. He also reported on countywide efforts to evaluate aquifers and their ability to sustain future development. City Manager Wilson noted that the city pays for its own water reliability study and questioned why the county would fund similar studies for the townships for economic development purposes. Commissioner Cain also discussed financial concerns at the county's medical care facility at Dumont Lake.
9. Agenda Amendments: None.
10. Mayor's Report:
Mayor Keeler reported having attended a well-run veteran's ceremony in Sherwood Park today.
11. Recommendations and Reports:
 - A. Community Development Manager Siegel reported that the Planning Commission recently considered text language changes to the section of the Zoning Ordinance that outlines site plan reviews. The changes relate to the approval process and the circumstances under which the city administrator or Planning Commission could approve permitted site plans without City Council consideration. No other changes to the Zoning Ordinance were considered along with this opportunity to streamline the approval process. The Planning Commission recommends approval of the changes.
A motion by Overhuel, seconded by Steele, to approve Ordinance 385 modifying Section 53-128 of the Zoning Ordinance to modify the city's site plan approval requirements. On a voice vote, all in favor. Motion passed.

- B. DPW Superintendent Nieuwenhuis and City Manager Wilson reported on the Sherwood Avenue Project and some water-related changes to the project that precipitated a delay in completion. The changes improved the water installation work, adding additional valves to the distribution system and avoided numerous residents being without water. Overall the project came in under budget, but additional engineering costs were incurred due to the changes and Council is being asked to approve those changes. **A motion by Wisnaski, seconded by Keeney, to approve a change order for construction engineering on the Sherwood Avenue Project with Fleis & Vandenbrink in the amount of \$21,900.00. On a voice vote, all in favor. Motion passed.**

12. Communications:

- A. **A motion by Keeney, seconded by Steele, to accept and place on file the October 2019 Investment and Fund Balance Reports and the draft Planning Commission Meeting Minutes from 11/06/2019. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

A motion by Keeney, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$91,712.81 for payment of same. On a roll call vote, all in favor. Motion passed.

14. Public Comments: None

15. Staff Comments:

Superintendent Nieuwenhuis reported that the snow delayed some leaf pickup efforts and that the roads were salted but not plowed, which would have made leaf pickup more cumbersome.

Community Development Manager Siegel reminded Council of two (2) ribbon cuttings on Friday November 15 – 10am at Sherwood Park and 2pm at Prevalent Boutique – and Ladies Night later that evening. She also reported a successful opening of the indoor farmer’s market with 130 guests and 2 new vendor requests.

Superintendent Pond reported on a loss of power at one of the plant’s buildings caused by outdated parts. Redundant systems were implemented and the plant was fully operational within a short period of time. A system-wide review of redundancies is being conducted.

Director Bomar reported having attended the International Association of Chiefs of Police conference as a grant recipient. The conference included several helpful classes and that the entire experience was overwhelming but wonderful. He also noted an upcoming Law Enforcement Information Network (LEIN) audit in early December.

Clerk Kelley reported that the Election went well and thanked all the inspectors for their service.

City Manager Wilson reported unanticipated challenges with the MEDC Mill Demolition Grant related to the demolition of buildings 1 and 9. He provided Council an informational packet which included a letter from the State Historic Preservation Office which outlined stipulations related to the demolition that must be completed within 90 days. The packet also included preliminary costs bids for demolition, structural and architectural engineering. He noted that there are several unanswered questions also related to the proceeds from the sale of land and why these strings were not disclosed earlier in the process. After a conference call with the MEDC staff, information will be compiled for Council to provide direction on how to proceed.

City Manager Wilson also reported the Airport Manager Virgil Williams was recently inducted into the West Michigan Aeronautics Hall of Fame in a ceremony at Western Michigan University.

16. Council Comments:

Council Member Overhuel reported that the recent cemetery tour went great.

Mayor Pro Tem Steele inquired about leaves in the road and grain trucks driving down Sherwood.

Council Member Keeney thanked all the veterans.

17. Adjournment:

A motion by Overhuel, seconded by Steele, to adjourn the meeting at 8:10 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

November 25, 2019



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
November 25, 2019

1. Mayor Keeler called a special meeting to order at 6:00 PM in City Hall Council Chambers.
2. Those in attendance: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Wisnaski, City Staff Members Erik Wilson, Denise Siegel, Sandy Lamorandier, Bob Nieuwenhuis and Brian Kelley, Planning Commission Members Rachel Collingsworth and Jay Lawson, Parks & Trees Board Members Rosemary LaDuke, Marsha Keeler and Matthew Bradley, DDA/BRA/TIFA Board Members Nick Larabel, EJ Hart and Zelda Schippers
3. Mayor Keeler turned the meeting over to Community Development Manager Denise Siegel.
4. Community Development Manager Siegel thanked everyone for attending a special Annual Board Meeting to provide opportunity for all of the city boards to meet, network and exchange information.

Each of the boards were introduced along with a brief synopsis. The discussion included some of the 2019 accomplishments for each board.

5. City Manager Erik Wilson reported updates on the Mill Demolition Grant Project, including a synopsis of where the project has been. He confirmed that the grant was not awarded yet, but that the city had received a 90-day extension. He reported having learned about additional requirements of the grant such as having a third-party manage construction of the Riverwalk plans, and that the sale of property carries the same 90/10 funding mandate, meaning that the city receives 10% of the proceeds from sale of property. He discussed working with engineers to help focus on cleanup and demolition to assist in future development of the land, which includes no public infrastructure. He confirmed that there is a light at the end of the tunnel as he continues to work through the strings associated with the grant application process.
6. There were no public questions or comments.
7. The meeting was adjourned at 6:43pm.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
December 9, 2019



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
November 25, 2019

1. Mayor Keeler called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Don Mejeur 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, and Councilmember Wisnaski. Absent: Councilmember Keeney.
5. Approval of Minutes/Summary:
A motion by Overhuel, seconded by Steele, to accept and place on file the Council Minutes and Summary of the 11/11/2019 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comments: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report:
Mayor Keeler welcomed a Cub Scout group in attendance.
10. Recommendations and Reports:
 - A. City Manager Wilson reported on efforts to promote the Kalamazoo River as an opportunity for economic development asking Council to endorse a plan for further development efforts.
A motion by Steele, seconded by Wisnaski, to adopt Resolution 19-21 endorsing a plan outlined in the Lower Kalamazoo River Greenway Plan. On a voice vote, all in favor. Motion passed.
 - B. Personnel Manager Lamorandier briefed Council about the recently implemented Michigan Paid Leave Act, which allows new hires to use sick leave time as earned instead of the city's current policy to wait 6 months, and provides sick leave to certain part-time employees. The sick leave policy has been reviewed and updated accordingly.
A motion by Wisnaski, seconded by Overhuel, to adopt Resolution 19-22 modifying the city's sick leave policy as per the Michigan Paid Leave Act. On a voice vote, all in favor. Motion passed.
 - C. City Manager Wilson reported that the boiler system that heats City Hall and the GHD building needs repairs after the heat went out on November 16, 2019. GHD solicited three quotes and selected the low vendor at an approximately cost of \$24,000. The city's shared cost of the repair is \$9,941.00.
A motion by Overhuel, seconded by Wisnaski, to approve boiler repairs for the City Hall Heating System with GHD at a cost of \$9,941.00. On a roll call vote, all in favor. Motion passed.

D. City Manager Wilson reported that the city is waiting for approval for a \$5.1-million grant for mill demolition, after having received a 90-day extension. As part of the approval process, the city needs to provide bids for demolition, which is dependent upon the city obtaining architectural services to determine specifications to be included in the bid document.

A motion by Steele, seconded by Wisnaski, to approve an architectural contract from HopkinsBurns in the amount of \$49,500.00. On a voice vote, all in favor. Motion passed.

E. City Manager Wilson reported that the bid documents are also dependent on structural engineering specifications. He also reported that both HopkinsBurns and Robert Darvas had worked on previous demolitions at the Mill, so they are familiar with the site.

A motion by Wisnaski, seconded by Overhuel, to approve a structural engineering contract from Robert Darvas Associates in the amount of \$29,500. 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 October 2019 Water Renewal and Public Safety Reports. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Wisnaski, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$205,913.03 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments:

Cub Scouts John Dalaet and Jackson Albrecht asked Council about the water tower on the mill site and discussed the options of maintaining the tower versus demolition.

14. Staff Comments:

Personnel Manager Lamorandier discussed having reviewed options for training software to update the city's training schedule.

Superintendent Nieuwenhuis reported that the loose leaf pickup ended today and that the street sweeping would be complete by Thanksgiving.

Community Development Manager Siegel reported the Shop Small Saturday event on November 30. She also noted the December 6 Holiday Walk and Tree Lighting, then the December 7 Holiday parade.

Superintendent Pond reported repairs to the tanks, reinstating the backup tank to working condition.

Director Bomar reported an upcoming meeting with the Secret Service to plan a December 4 motorcade for the Vice President. He also briefed Council on an upcoming training simulation.

Treasurer Kelley reported that winter tax bills, with the calendars, are being mailed on November 27 and have a February 14 due date.

15. Council Comments:

Mayor Pro Tem Steele wished everyone a Happy Thanksgiving and wished safety for everyone.

Council Member Wisnaski wished everyone a Happy Thanksgiving.

Mayor Keeler again thanked the Cub Scouts for attending the meeting


16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:27 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

December 9, 2019



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
December 9, 2019

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Steve Smail 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 11/25/2019 regular and special meetings. On voice vote, all voted in favor. Motion passed.
6. Public Comments: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report:
Mayor Keeler reported on a beautiful community celebration at the tree lighting on Friday the 6th.
10. Recommendations and Reports:
 - A. Treasurer Kelley reported a housekeeping budget amendment for prior fiscal year purchase orders that were approved, but finalized in the current fiscal year. These encumbrances are rolled into the current fiscal year to create a budget amendment to reflect their approval from the prior year.
A motion by Keeney, seconded by Overhuel, to approve the budget amendment for the 2018/2019 purchase orders rolled over into the 2019/2020 budget. On a voice vote, all in favor. Motion passed.
 - B. City Manager Wilson gave an update on the mill demolition grant, which requires another public hearing for the public to comment on a report from the State Historic Preservation Office that demolishing Building 1 would create an "adverse effect". This means that the footprint of the original mill platform would change. He recommended Council set that meeting for 6pm on Monday December 23, 2019.
A motion by Wisnaski, seconded by Keeney, to set a public hearing for December 23, 2019 at 6pm for an update on the grant application for the Mill Demolition Grant. 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 November 2019 Investment and Fund Balance Reports. 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 \$128,874.33 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Community Development Manager Siegel reminded Council of several events on December 14, including the Indoor Market, Festival and Historic Home Tour. She also reported on a December 6 meeting with the Redevelopment Ready Community marketing team.

Superintendent Pond reported regular lift station maintenance completed successfully.

Director Bomar reported that December 11 includes the Law Enforcement Information Network (LEIN) Audit, and the "Shop with a Hero" event. He also recapped a December 4 motorcade by Vice President Pence and that he has been notified that 2020 could include several other motorcades given Michigan's position in the political climate related to the election.

Treasurer Kelley reported that winter tax bills were mailed and have a February 14 due date. He also noted final touches on the financial audit. Clerk Kelley reported that preparations have begun for the March 2020 Presidential Primary Election.

15. Council Comments:

Council thanked the Department of Public Works for their work in putting on a great Tree Lighting Ceremony and having the plaza ready with great decorations.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:21 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
December 23, 2019



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
December 23, 2019

1. Mayor Keeler called a special meeting to order at 6:00 PM in City Hall Council Chambers.
2. Roll Call: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Keeney, Councilmember Wisnaski and Councilmember Overhuel (at 6:19pm).
3. **A motion by Steele, seconded by Keeney, to open a public hearing to discuss the Mill Demolition Grant at 6:01pm. On a voice vote, all in favor motion passed.**
4. City Manager Erik Wilson reported updates on the Mill Demolition Grant Project, including a synopsis of where the project has been. He confirmed that the \$5.1 million grant was not awarded yet, and that the city had received a letter from the State Historic Preservation Office (SHPO) stating that demolition of buildings 1 and 9 would create an "adverse effect." Additionally, SHPO stated in their letter to the City that "SHPO accepts demolition of buildings 1 and 9 as necessary based on the structural condition/loss of historical integrity and we concur that the adverse effect cannot be avoided."

City Manager Wilson stated that to move forward the City will need to enter into a Memorandum of Agreement (MOA) with SHPO that will include the following provisions:

- A. During or immediately after the completion of the demolition secure all openings in the buildings to be retained.
- B. Secure/stabilize Buildings 2 and 3 to arrest continued deterioration.
- C. Within 12 months of the end of demolition development implant a marketing plan for the remaining contributing buildings in the mill complex that have yet to be rehabilitated.
- D. Provide SHPO calendar year updates on marketing efforts and interested parties.

City Manager Wilson discussed the buildings scheduled for demolition and that structural engineers have determined Building 1 to be structurally unsound.

City Manager Wilson stated the grant would include a 10% match plus some portion of the sale of property back for grant programing. Additionally, he stated the City was fortunate to not have any current debt service but the grant match would most likely require some debt.

Members of public inquired about options for preserving the buildings rather than demolition, and there was discussion about the overwhelming cost to maintain the buildings, particularly in the condition they are currently in. City Manger Wilson noted that the public has carried the cost of this project for many years and that it needs private investment to finish.

A resident thanked the city for sending notice of the Public Hearing to a distribution list created from a prior Public Hearing. He asked about the timeline and the City Manager confirmed that a draft Memorandum of Understanding is being reviewed by SHPO and that the grant will be decided on February 25, 2020.

There was also a brief discussion of the power poles and the ongoing negotiations with Consumers Energy to have those moved off the riverfront.

There were no additional public questions or comments.

5. **A motion by Keeney, seconded by Steele, to close the public hearing at 6:41pm.**
6. Council agreed that they would like to see the project move forward.
7. The meeting was adjourned at 6:42pm.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
January 13, 2020



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
December 23, 2019

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
4. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 12/09/2019 regular meeting. On voice vote, all voted in favor. Motion passed.
5. Public Comments: None.
6. County Commissioner Report: None.
7. Agenda Amendments: None.
8. Mayor's Report: None
9. Recommendations and Reports:
 - A. Clerk Kelley reported a number of terms on various boards and commissions were set to expire on December 31, 2019. He reached out to each of the current members, all of whom volunteered to continue serving. The Mayor would like to re-appoint each member, subject to Council's approval.
A motion by Overhuel, seconded by Steele, to confirm the Mayor's appointment of Sue Miller and Jerry Westergaard to the Board of Review, Gina Berry, Tom Belco and Marsha Keeler to the Parks & Trees Commission and Jay Lawson to the Planning Commission. On a voice vote, all in favor. Motion passed.
 - B. Treasurer Kelley reported that the city has been planning for a full server upgrade as part of next year's capital improvement program. The mail server component of that project is in dire need of upgrade immediately, as the city has been experiencing intermittent email reliability. The city's Information Technology partner, Clark Technical Services, has quoted hardware and software totaling \$11,660.00 for a replacement mail server. It is recommended that Council approve this purchase and authorize a budget amendment for the use of available fund balances in various city funds.
A motion by Wisnaski, seconded by Overhuel, to approve a project through Clark Technical Services for hardware, software and installation of a new mail service at a total cost of \$11,660.00, amending the budget accordingly. On a roll call vote, all in favor. Motion passed.
 - C. DPW Superintendent Nieuwenhuis reported a planned change to the flower program for 2020 whereby the greenhouses would take on more of the growing responsibilities prior to the May plantings. Bids were solicited for services and two greenhouses submit bids. It is recommended that Zeinstra Greenhouse provide hanging baskets, bridge baskets and black street pots at a cost of \$3,860.00 and Diemers

Greenhouse provide in-ground flowers, concrete pots and flower trees for \$4,714.00. The additional cost of the plantings would be offset by reduced costs for labor and supplies, since the greenhouses would do more the up-front work that the city has done over the years, making this project “budget neutral”.

A motion by Keeney, seconded by Wisnaski, to approve the annual city-wide flower purchase for 2020 from Zeinstra Greenhouse and Diemers Greenhouse for a total project cost of \$8,574.00. On a roll call vote, all in favor. Motion passed.

- D. Clerk Kelley outlined five (5) annual resolutions for 2020 – the first lists the Ordinance Enforcement Officers of the city which was reviewed by the Department of Public Safety; the second lists the Council meeting dates for 2020; the third lists the employee holiday dates (when City offices are closed); the fourth is a listing of the dates on which the flags are flown on city streets, and; the fifth is a resolution authorizing the Director of Public Safety to liaison with the State of Michigan for temporary closures of state highways.

A motion by Steele, seconded by Keeney, to adopt Resolutions 2020-01 through 2020-05 for Ordinance Enforcement Officers, 2020 Council Meeting Dates, 2020 Employee Holiday Dates, 2020 Street Flag Dates and 2020 Street Closures. On a voice vote, all in favor. Motion passed.

10. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the November 2019 Public Safety and Water Renewal Reports. On a voice vote, all in favor. Motion passed.**

11. Accounts Payable:

A motion by Wisnaski, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$234,499.74 for payment of same. On a roll call vote, all in favor. Motion passed.

12. Public Comments: None.

13. Staff Comments:

Personnel Manager Lamorandier gave a brief overview of new training software being implemented city-wide.

Superintendent Nieuwenhuis wished everyone a Merry Christmas.

Director Bomar reported that a Law Enforcement Information Network (LEIN) Audit was successfully completed with minimal findings, and that the “Shop with a Hero” event was a rousing success.

Treasurer Kelley reported that the financial audit has been completed and reported delivered to the State. A presentation to Council will be made on January 27. He also noted preparing for budget and elections.

14. Council Comments:

Council wished everyone a Merry Christmas.

15. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:34 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
January 13, 2020



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
January 13, 2020

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Don Mejeur 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 12/23/2019 regular and special meetings. On voice vote, all voted in favor. Motion passed.
6. Public Comments: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report:
On behalf of the City, the Council and the Staff, Mayor Keeler offered condolences to the family and friends of the Post Office employee from last week's accident on 10th Street.
10. Recommendations and Reports:
 - A. Clerk Kelley reported the city currently does not have a set fee for members of the public who request absent voter listings. Various groups use such listings for various purposes and the generation of the listing requires some customization of the data so as to protect the private parts of the voter records. The County provides such listings for a fee and recommends the local units adopt a policy to charge for these requests, which are expected to increase over time.
A motion by Overhuel, seconded by Steele, to adopt Resolution 2020-06 establishing a \$25.00 fee per request for an absent voter listing. On a voice vote, all in favor. Motion passed.
 - B. Director Bomar reported having identified two (2) sets of fire turn-out gear and firefighter boots in need of repair, as identified during the department's annual inspection. The purchase is included in the budget and bids were received from vendors authorized to sell the equipment.
A motion by Wisnaski, seconded by Keeney, to approve the purchase of two (2) sets of fire turn-out gear and firefighter boots from West Shore Fire Inc. in the amount of \$5,972.00. On a roll call vote, all in favor. Motion passed.
 - C. WR Superintendent Pond reported having to replace a chlorine pump, used to disinfect effluent water. The department routinely keeps a spare on hand for such replacements and, accordingly, needs to purchase a new spare pump.

A motion by Keeney, seconded by Overhuel, to approve the purchase of a spare chlorine pump from Kerr Pump Inc. in the amount of \$4,555.00. On a roll call vote, all in favor. Motion passed.

- D. Personnel Manager Lamorandier, City Manager Wilson and Director Bomar reported an agreement between the City and Clark Technical Services for ongoing computer maintenance, formalizing the service levels already provided. The agreement is a requirement from the recent LEIN audit due to Clark Technical's access to the Criminal Justice Information Network, and the related restrictions.

A motion by Overhuel, seconded by Steele, to approve a one-year contract with Clark Technical Services for information technology services and authorize the City Manager to execute all documents related to the approved action. On a roll call vote, all in favor. Motion passed.

11. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the December 2019 Investment and Fund Balance Reports and the December 5, 2019 Inter-Municipal Sewer Meeting Minutes. On a voice vote, all 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 \$792,090.53 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 completion of year-end payroll reports and ongoing implementation of training software.

Superintendent Nieuwenhuis warned about the upcoming pothole season being a challenge due to the recent freezing and thawing, which makes potholes worse.

Community Development Manager Siegel reported that she's updating the website and that Abundant Living recently celebrated their grand opening. She also briefed Council on the city's certification as a Redevelopment Ready Community, giving an overview of the process involved and how it will benefit the economic development within the city.

Superintendent Pond gave a detailed report about tank cleanings and biosolids removal.

Director Bomar noted that a received inspection by the Insurance Service Office for ISO Certification resulted in improved ratings for all four (4) categories. The city's Public Protection Classification had been a "5" and is now a "4" as a result of the improved ratings, which should result in slightly lower property insurance for homeowners and businesses as those policies renew. Director Bomar thanked his staff for their hard work on that inspection.

Clerk/Treasurer Kelley reported processing Absent Voter applications for the March 10, 2020 election and drafting the budget documents.

City Manager Wilson thanked the Department of Public Safety for the great work on the ISO inspection.

15. Council Comments:

Council thanked DPS for their hard work.

Council Member Wisnaski also thanked the Department of Public Works for their professionalism and hard work on a December 24, 2019 water leak.

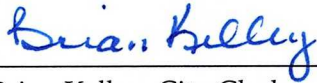
16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:39PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

January 27, 2020



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
January 27, 2020

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Steve Smail from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Councilmember Overhuel and Councilmember Wisnaski. Absent: Mayor Pro Tem Steele and Councilmember Keeney.
5. Approval of Minutes/Summary:
A motion by Overhuel, seconded by Wisnaski, to accept and place on file the Council Minutes and Summary of the 01/13/2020 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comments: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report:
Mayor Keeler distributed a thank you note received from the family of the fallen postal employee – the city had sent a card of sympathy after the last Council Meeting.

Mayor Keeler showed Council a concept map plan for moving the power poles off the river through Pell Park to 75' off Allegan Street to the east side of Island Avenue, then northwest to the north side of Short Street behind Public Works. The city has been in discussions with Consumers about the route, saving the maple trees between Allegan Street and the Public Safety Building. The city is awaiting a quote from Esper Electric to bore electric lines from the new power pole locations to City Hall – it is unclear which pole would be the source of the City Hall lines. Consumers will pay for the tree removal and it is unclear who will pay for the electricity to City Hall. The Mayor asked for a motion to approve the Concept Plan and authorize the City Manager to continue finalizing the plan.

A motion by Wisnaski, seconded by Overhuel, to approve the power pole concept plan as presented and to authorize the City Manager to continue negotiations with Consumers and with Esper Electric. On a voice vote, all in favor. Motion passed.

10. Recommendations and Reports:
 - A. Director Bomar reported that a patrol vehicle has been identified for purchase through the Macomb County State of Michigan Commodities Contract. The purchase was appropriated as part of the 2019/2020 budget and the department recommends purchasing a 2020 Ford Utility patrol vehicle from Signature Ford, to be outfitted with updated electronics upon delivery at additional costs. The existing patrol vehicle will be repurposed as a training vehicle and serve as a department backup.
A motion by Overhuel, seconded by Wisnaski, to approve the purchase of a 2020 Ford Utility Patrol

Vehicle from Signature Ford for \$36,389.00 through the Macomb County State of Michigan Commodities Contract. On a roll call vote, all in favor. Motion passed.

- B. Mayor Keeler introduced Dan Veldhuizen from Siegfried Crandall PC who presented the audited financial statements as of and for the year ended June 30, 2019. Mr. Veldhuizen presented the city's financial statements received an "unmodified" opinion, meaning no material misstatements were noted, and no audit adjustments were made during the audit. He reported the city's financial position is sound for communities our size and that the audit revealed no deficiencies in internal controls which could be consider a material weakness. He reported that very few of their audit clients have no deficiencies, and that Plainwell is the only municipality that actually prepares their own financials, saving the city about \$5,000 in audit fees. He did note that the Water Fund available "fund balance" was below the threshold of having six (6) months of expenses in reserve and that the city may need to evaluate its rate structure. A motion by Wisnaski, seconded by Overhuel, to accept and place on file the audited financial statements for the City of Plainwell as of and for the year ended June 30, 2019. On a voice vote, all in favor. Motion passed.**

11. Communications:

- A. A motion by Overhuel, seconded by Wisnaski, to accept and place on file the December 2019 Public Safety Report and the December 2019 Water Renewal Report. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

A motion by Wisnaski, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$257,593.38 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Superintendent Nieuwenhuis thanked the Department of Public Safety for timely communicating the need for plowing during the recent snow event.

Community Development Manager Siegel reported that the building at 112 N Main Street had sold and will be the new home of Perfect Image Salon, upon renovation.

Superintendent Pond reported that the annual stormwater plan had been submitted to the State and that several maintenance efforts are underway, including cleaning all seven (7) lift stations.

Director Bomar thanked the Department of Public Works for their timely clearing of the Fire Department apron and for quick response to maintenance issues.

Clerk/Treasurer Kelley reported the Absent Voter Ballots for the March 10, 2020 Presidential Primary are now available and anyone needing a ballot can make application with the Office of the City Clerk during normal business hours.

15. Council Comments:

Councilmember Overhuel thanked Treasurer Kelley for his work on the audit.

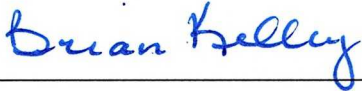
Councilmember Wisnaski shared concerns about complaints from the recent BRA/TIFA/DDA Meeting about landscaping and decorating around 140 S. Main Street. Community Development Manager Siegel suggested that she would check the Ordinances for what is allowed and will report back to Council.

16. Adjournment:

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

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
February 13, 2020



Brian Kelley

MINUTES
Plainwell City Council
February 10, 2020

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Matt Hooper 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 01/27/2020 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comments: None.
7. County Commissioner Report:
County Commissioner Rick Cain reported on the County's current projects including road funding and erosion control along the lakeshore. He reported that the County is tabulating results from a recent survey on resetting the Headlee rollback. He also briefed Council on a Smart 911 application being rolled out to provide 911 dispatchers with pertinent household information provided by the citizen.
8. Agenda Amendments: None.
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Nancy Morehouse discussed a planned Leap of Kindness Day for February 29, 2020 to include coffee and sweets for seniors and a marriage proposal contest at City Hall. The organizers are trying to add activities for youth and some community service.
A motion by Wisnaski, seconded by Keeney, to approve Special Event Permit 2020-002 for a February 29, 2020 Leap of Kindness Day at City Hall and the Bandshell. On a voice vote, all in favor. Motion passed.
 - B. Mayor Keeler discussed an auction on April 4, 2020 on West Bridge that will close the street from Park Street east to the end and will include the alleyway between Campbells and Design Street. The Warnament Building, contents and 4 acres of land in North Plainwell will be sold at the auction. There was discussion of traffic concerns and possible food vendors.
A motion by Overhuel, seconded by Steele, to approved Special Event Permit 2020-003 for an April 4, 2020 auction. On a voice vote, all in favor. Motion passed.

- C. Clerk/Treasurer Kelley reported an application to renew eligibility for participation in a Federal Surplus Assistance Program is due to the State of Michigan. This related to the static display of a T-38 aircraft at the Airport. The application requires the governing board to designate an authorized coordinator for this program and it's being recommended to designate the City Manager as that coordinator.
A motion by Overhuel, supported by Steele, to adopt Resolution 2020-07 designating the City Manager as the city's authorized coordinator for the Federal Surplus Assistance Program. On a voice vote, all in favor. Motion passed.
- D. City Manager Wilson showed Council a concept map plan for moving the power poles off the river through Pell Park to between 70' and 80' from the centerline of Allegan Street to the east side of Island Avenue, then northwest to the north side of Short Street behind Public Works. The city has been in discussions with Consumers about the route, saving large trees in front of the Public Safety Building. The city would trade an existing 1926 Easement for a new "no-build" easement where the new poles would be sited. There are ongoing negotiations related to combing the new poles with existing poles on the north side of Allegan Street. Council suggested entering into a Development Agreement with Consumers to frame the timeline and each party's responsibility for supplying power to City Hall.
With no formal motion, Council reviewed the map, discussed the timeline and accepted the plan contingent upon moving the existing poles on the North side of Allegan Street to the new power poles.
- E. City Manager Wilson presented a schedule for advertising for bids for demolition related to the Mill Demolition Grant.
A motion by Overhuel, seconded by Steele, to approve the advertising and schedule for the possible demolition grant. On a voice vote, all in favor. Motion passed.
- F. City Manager Wilson reminded Council that a number of citizens had shown interest in serving on a citizen advisory committee as relates to demolition of the Mill. There was discussion about creating such an advisory board to meet quarterly with no voting power, to provide a tool for City Council to gain citizen input and concerns about the project.
A motion by Steele, seconded by Overhuel, to create a Citizen Advisory Committee for the Mill Demolition. 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 January 2020 Investment and Fund Balance Reports. On a voice vote, all 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 \$249,299.75 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Superintendent Nieuwenhuis discussed work related to the removal of the a power pole near the planned Veterans Memorial addition.

Superintendent Pond reported the removal of bio-solids, benefitting area farmers.

Clerk/Treasurer Kelley reported processing and tracking dozens of Absent Voter Ballot applications/ballots for the March 10, 2020 Presidential Primary. He noted the last day to register by mail is February 24. He also reminded everyone that property tax payments are due Friday, February 14.

15. Council Comments: None

16. Adjournment:

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

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
February 24, 2020



Brian Kelley

MINUTES
Plainwell City Council
February 24, 2020

1. Mayor Pro Tem Steele called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: Mayor Keeler.
4. Approval of Minutes/Summary:
A motion by Overhuel, seconded by Wisnaski, to accept and place on file the Council Minutes and Summary of the 02/10/2020 regular meeting. On voice vote, all voted in favor. Motion passed.
5. Public Comments:
Maher Hassan and Paige Maz introduced themselves as the new owners of 127 S. Main St., formerly Arlene's. The plan to introduce a vegan restaurant to Plainwell. They discussed their business plan to tap into a \$10-Billion nationwide industry which includes a very few fully vegan restaurants in Michigan. The site is attractive to the owners who are evaluating options for updating the building to preserve as much history and culture as possible. There are plans to add an outdoor patio. Maher and Paige both said how happy they are to be here in Plainwell. Council enthusiastically welcomed them.
6. County Commissioner Report: None.
7. Agenda Amendments: None.
8. Mayor's Report: None.
9. Recommendations and Reports:
 - A. Community Development Manager Siegel reported the current practice of marking on the city calendar, without formal reservation, when someone wanted to use a park facility, such as the Pell Park Gazebo, the Cook Park Pavilion or the Kenyon Park Pavilion. The administration and the Parks & Trees Commission have long considered formalizing a policy where the facility could be reserved for a specific event, in response to inquiries about formal reservations and complaints about the current practice. The draft policy allows, for a fee, the reservation of a facility. The policy states that while the park remains open to the public, the facility is reserved for the specific use and marked accordingly. There are currently two (2) reservations pending under this policy.
A motion by Keeney, seconded by Wisnaski, to approve the City of Plainwell Park Reservation/Special Event Policy. On a voice vote, all in favor. Motion passed.
10. Communications:
 - A. **A motion by Overhuel, seconded by Keeney, to accept and place on file the January 2020 Water Renewal Report, the January 2020 Public Safety Report and the 2019 Annual Public Safety Report. On a voice vote, all in favor. Motion passed.**

11. Accounts Payable:

A motion by Wisnaski, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$695,750.18 for payment of same. On a roll call vote, all in favor. Motion passed.

12. Public Comments: None.

13. Staff Comments:

Community Development Manager Siegel reported that with the sale of 127 S. Main St., three major properties remain available in the downtown area – 200 E Bridge (Lost Raven), 200 S. Main (Purple Awning) and the Champion Law Building. She noted that the industrial park is at 100% occupancy and that the downtown area is between 90- and 95% occupancy. She also reminded Council of the Leap of Kindness Day scheduled Saturday February 29, 2020 at City Hall Council Chambers. Finally, she noted that the Art Hop is scheduled for March 13.

Superintendent Pond gave a report on general maintenance of a large mechanical screen that runs constantly in the Wastewater Treatment Plan. The screen is an important component of the operation removing a lot of debris from the flow and has been running constantly since 2013.

Public Safety Director Bomar reported that Wednesday February 26, 2020 he will be attending a Homeland Security inspection at Drug & Lab. He also noted that the department is seeking bids for upgrading its fire reporting software that needs to be replaced.

Clerk/Treasurer Kelley reminded Council that the next meeting of City Council, on March 9, 2020, will be held at the Department of Public Safety Training Room, as City Hall Council Chambers will be set up for the election on March 10, 2020.

City Manager Wilson thanked the Department of Public Works for excellent work on the added office/storage space in Council Chambers. He then reviewed previous discussions and maps related to moving the power poles off the river as part of the mill upgrade project. He updated Council regarding discussions with Consumers Energy about trees within a 20' barrier and the city would like to save sycamore trees in Fannie Pell Park. He noted that MDOT has the right-of-way on M-89 and that the communication companies can request their own poles on the north side of M-89 as opposed to co-locating their lines with the proposed new poles that Consumers is placing as previously discussed. Manager Wilson also recommended working with the City Attorney to draft a Letter of Agreement with Consumers and Weyerhaeuser to lay out specific responsibilities and timelines for each party.

14. Council Comments:

Councilmember Overhuel inquired about the gas station on South Main. Staff reported working with the owner regarding code violations and pump maintenance.

Councilmember Keeney thanked the Department of Public Works for prompt and professional work during a recent water emergency.

15. Adjournment:

A motion by Keeney, seconded by Overhuel, to adjourn the meeting at 7:38PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
March 9, 2020



Brian Kelley

MINUTES
Plainwell City Council
March 9, 2020

1. Mayor Keeler called the regular meeting to order at 7:00 PM in the Public Safety Training Room.
2. Scott Smail 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 02/24/2020 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comments: None.
7. County Commissioner Report: County Commissioner Rick Cain arrived later in the meeting and spoke during the public comments.
8. Agenda Amendments: None.
9. Mayor's Report:

Mayor Keeler reported that the City has received the \$5,100,000 grant from the MEDC for the mill demolition, and that it will need to be signed by Council.

A motion by Overhuel, seconded by Steele, for Council to sign the grant agreement at a future date. On a voice vote, all in favor. Motion passed.

Mayor Keeler also requested that he and City Manager Wilson be given the authority to execute all documents related to this grant.

A motion by Overhuel, seconded by Steele, for Mayor Keeler and City Manager Wilson to execute all grant documents. On a voice vote, all in favor. Motion passed.

10. Recommendations and Reports:
 - A. City Manager Wilson presented updates on the mill demolition and Consumers power pole relocation projects. Bids for the mill demolition will be opened March 12th. Now that the City has received the grant, they will need to provide the 10% matching funds. Wilson is currently working on an application with EGLE (formerly DEQ) for funding.
Council asked if the water tower was part of the demolition, as the public has been asking if it can be saved. Wilson said it is currently part of the project, but they will need to open bids before deciding. The issue with keeping the water tower is that it is in poor condition and would be expensive to maintain. Council asked if the Plainwell Paper logo could somehow be removed and displayed somewhere, which can be looked into.

Wilson also briefed Council on moving the Consumers power poles away from the river onto the other side of the mill property by M-89. Some trees will need to be removed before the poles are moved, starting this week. The current power poles along the north side of M-89 will be removed, and co-located to the taller poles that are being added on the mill property. There was a question about losing some of the street lights along M-89 when the power poles are removed. Wilson said a future goal could be to extend the decorative street lights in the central business district to the front of the mill. The DPW is currently looking into getting the City Hall fire suppression system onto city water which would help clear the path for the new Consumers poles. A flow test will be done to determine if this is possible.

A motion by Overhuel, seconded by Steele, to approve the Consumers power pole relocation plan. 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 February 2020 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 \$166,506.29 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments:

County Commissioner Rick Cain reported that the Allegan County Medical Care Community has gotten approval to request .25 mils on the August 2020 ballot. The County Commission supported this 6-0. Cain explained that the facility supports 170 residents that may not be able to afford to go anywhere else, so it provides an important service. Cain also discussed a recent community survey that found 70% of people in Allegan County are happy with the county, and that areas of improvement would be in public safety, public transportation, and medical care.

14. Staff Comments:

Superintendent Nieuwenhuis reported helping with preparing City Hall for the upcoming election. He also reported that a Consumers pole at Sherwood Park will be removed in the near future, helping clear space for the Veteran's Memorial expansion.

Community Development Manager Siegel reported that Art Hop will be on Friday, March 13th from 5:00 to 7:30pm at various locations around the City.

Director Bomar reported that the Homeland Security inspection at Drug and Lab went well. He also had a phone conference with the Health Department about the coronavirus. They plan to continue these calls every Monday for the next few weeks.

Deputy Clerk Saukas reported preparing for the Presidential Primary election tomorrow at City Hall. The polls will be open 7am to 8pm.

City Manager Wilson shared the Mayor Keeler attended his first Dr. Seuss night at the library recently.

15. Council Comments:

Councilmember Overhuel thanked Community Development Manager Siegel for doing a great job bringing new businesses to the City, and for how well she manages the City's social media pages.

Councilmember Wisnaski thanked Nancy's Kitchen (Nancy Morehouse) for hosting the Leap of Kindness event at City Hall on February 29th.

16. Adjournment:

A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 7:53 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Julie Saukas
Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL
March 23, 2020

Brian Kelley

MINUTES
Plainwell City Council
April 13, 2020

1. Mayor Keeler called the regular meeting to order at 7:02 PM on the Zoom Virtual Meeting Application.
2. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
3. Clerk Kelley reported on the Governor's Executive Order allowing virtual online meetings during the current health crisis when everyone is encouraged to Stay Home and Stay Safe. He read temporary meeting procedures outlining how meetings would be conducted and how the citizens could participate through the online portal. **A motion by Overhuel, seconded by Steele, to adopt Resolution 2020-08 setting temporary remote meeting procedures during the COVID-19 health emergency. On a voice vote, all voted in favor. Motion passed.**
4. Terry Steele gave the invocation.
5. Pledge of Allegiance was given by all present.
6. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 03/09/2020 regular meeting. On voice vote, all voted in favor. Motion passed.
7. Public Comments: None.
8. County Commissioner Report: None.
9. Agenda Amendments: None.
10. Mayor's Report: History is being made during these times.
11. Recommendations and Reports:
 - A. Superintendent Pond discussed the need for additional maintenance and repairs of plant and lift station equipment from the specialized vendor, Main Tech Services. There was discussion about some of the repairs being done in-house or with local providers. Superintendent Pond noted that as much work as possible was being done in house and that the request was to allow for such services, some of which had not been identified.
A motion by Overhuel, seconded by Steele, to confirm additional mechanical assistance and repair of plant and lift station equipment from the specialized vendor, Main Tech Services, as an estimated cost of \$9,000.00. On a roll-call, all in favor. Motion passed.
 - B. Clerk Kelley reported a pre-COVID need for a second tabulator for election processing, specifically for absentee voter ballots. On January 31, 2020, the Plainwell Election Commission created a Plainwell Absent Voter Counting Board (AVCB) as a separate "precinct" whose purpose is to process, verify and tabulate absentee voter ballots. The AVCB is a separate set of inspectors with a second tabulator. The Clerk applied and was approved for grant funding to cover 50% of the cost of the equipment. The sole-source provider,

Dominion Voting Systems, issued a quote for \$5,295.00 for the equipment and the State of Michigan confirmed a 50% cost-sharing grant.

A motion by Wisnaski, seconded by Keeney, to approved the purchase of a new ImageCast precinct Tabulator for the City of Plainwell Absent Voter Counting Board at a cost of \$5,295.00 with 50% of that cost paid by a cost-sharing grant from the Michigan Department of State. On a roll-call vote, all in favor. Motion passed.

- C. Personnel Manager Lamorandier reported recent federal legislation temporarily loosening restrictions on retirement fund distributions and adding allowances for new costs from health savings and flexible spending accounts. This legislation requires temporary modifications to the city's plan documents for both the retirement and the health insurance plans. Resolutions were drafted by the plan administrator to authorize these changes.

A motion by Keeney, seconded by Wisnaski, to adopt Resolution 2020-09 and Resolution 2020-10 to modify the city's Retirement and Section 125 plans due to legislative changes related to COVID-19. On a voice vote, all in favor. Motion passed.

- D. City Manager Wilson reported the city having received four (4) bids for the Demolition Project, ranging from \$3.5-million to \$5.7-million. The low bidder is being vetted to confirm all bid specifications were met and that the bidder is qualified for the asbestos removal, which is the area of the biggest cost difference. GHD is managing the review process and has vast experience in this area, and is confident with the process. Their recommendation will be solid and the review process is very complicated, as is this project. Once the abatement actually starts, the city will hire an independent firm to monitor and report on the air quality.

He also reported progress on the power pole move and that Consumers Energy had offered a new easement, which is being negotiated to ensure that future development is not restricted. Manager Wilson appreciates Consumers' efforts and willingness to negotiate through this process. He hopes to have a draft easement for Council's consideration soon.

No action needed on this report.

12. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the March 2020 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$345,615.89 for payment of same. On a roll-call vote, all in favor. Motion passed.

14. Public Comments: None.

15. Staff Comments:

Personnel Manager Lamorandier wished everyone continued health and thanked the Public Safety and Public Works departments for their efforts during these days.

Superintendent Nieuwenhuis reported the department was keeping up with required water testing and other activities as COVID allows. Leaves and brush are being picked up to maintain accessible streets.

Community Development Manager Siegel reported staying in touch with the businesses, several of which applied for loan/grant funding. She reported that the vegan restaurant project in the old Arlene's is on hold and that the progress at the former Lost Raven is going very slowly.

Superintendent Pond reported having applied for a permit renewal with the State of Michigan.

Public Safety Director Bomar reported that four (4) of the five (5) patrol vehicles were damaged in the recent hailstorm and that he's been in touch with the insurance company and the body shop. He also thanked the community at large for their support during this health crisis – the Department has received donations of sanitizers, masks and food, all of which is greatly appreciated.

Clerk/Treasurer Kelley reported ongoing discussions with clerks and treasurers across the state working to develop new procedures during these strange days. He thanked the Public Safety Department for their work.

City Manager Wilson thanked the Department of Public Works for excellent work during this crisis. He also thanked the Department of Public Safety to help stop non-essential door-to-door sales for home repairs and discussed having the Public Safety and Public Works Departments work together on removing illegally placed yard signs in the public right of way.

16. Council Comments:


Each Council Member thanked Public Works and Public Safety for ongoing professionalism and hard work during this public health crisis.

17. Adjournment:

A motion by Steele, seconded by Keeney, to adjourn the meeting at 8:13PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
April 27, 2020



Brian Kelley

MINUTES
Plainwell City Council
April 27, 2020

1. Mayor Keeler called the regular meeting to order at 7:01 PM on the Zoom Virtual Meeting Application.
2. Terry Steele 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 Keeney, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 04/13/2020 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comments: None.
7. County Commissioner Report:
County Commissioner Rick Cain reported there is much work being done by the Health Department, among others. He gave an update on recent news reports about a large number of positive COVID tests at a local commercial facility, noting that the Health Department continues to identify the specific sources of the infection.
8. Agenda Amendments: None.
9. Mayor's Report: Mayor Keeler is anxiously awaiting spring weather.
10. Recommendations and Reports:
 - A. Treasurer Kelley reported having surveyed several municipalities around the state, most of which have opted to waive utility billing late fees and shut-offs during this health crisis. The resolution under consideration was offered by the City Attorney to meet compliance with the city's water and sewer ordinances as a formality to allow for the waiver of the penalties for April and May 2020.
A motion by Wisnaski, seconded by Steele, to adopt Resolution 2020-11 to temporarily suspend the collection or implementation of late fees on water/sewer accounts for April and May 2020 due to COVID-19. On a voice vote, all in favor. Motion passed.
 - B. Director Bomar reported damage to four (4) public safety patrol vehicles and one (1) public works vehicle during the April 7, 2020 hailstorm. The insurance adjustor on April 10 reviewed the claim for H&H Auto Body to do the work. To date, the city has received insurance proceeds of \$14,683.72.
A motion by Overhuel, seconded by Steele, to approve the repair of four (4) Public Safety vehicles and one (1) Public Works vehicle damaged during the April 7, 2020 hail storm, with H&H Auto Body at a total estimated cost of \$18,282.38, paid for by the city's liability insurance. On a voice vote, all in favor. Motion passed.

C. Treasurer Kelley reported that the City Assessor's contract expires on April 30, 2020. The current contract is recommended to be extended for another three-year term with the first year being paid at the current rate, with regular increases in year 2 and 3 of the contract.

A motion by Overhuel, seconded by Wisnaski, to approve a three-year contract with Michael Richmond for Assessing Services beginning May 1, 2020. On a roll-call vote, all in favor. Motion passed.

D. Community Development Manager Siegel reported allowable expansions to the city's Revolving Loan Program to allow loans for certain working capital needs during times of national disasters. These new loans would be slightly limited compared with the current rehabilitation loans included in the Program. The proposed changes have been agreed to by the USDA, the original grantor that established the Program.

A motion by Keeney, seconded by Steele, to approve modifications to the city's Revolving Loan Program to include loans for business working capital loans during the time of national disaster. 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 February 2020 Public Safety Report and the March 2020 Water Renewal Report. On a voice vote, all 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 \$51,964.64 for payment of same. On a roll-call vote, all in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

Superintendent Nieuwenhuis reported a successful street sweeping last week and successful hydrant flushing earlier on Monday the 27th.

Superintendent Pond reported status quo at the plant, with staff working every day to meet operational standards.

Community Development Manager Siegel reported having learned of two (2) businesses that have permanently closed – Aubree's and Highland Ridge. She noted having been in touch with other businesses on a weekly basis. She noted whether the Memorial Day Parade would be canceled.

Public Safety Director Bomar thanked the Martin and Gun Plain Fire Departments for their assistance at the Tuesday April 21 fire on Hicks Street. He reported that court will be resuming soon on a virtual platform. There was discussion about the parks and whether they would be opened - Council recommended the parks remain closed until the Stay At Home Order is lifted. Complaints about gatherings in the park will continue to be investigated at the officer's discretion, but everyone seems to be listening to the warnings to disburse.

Clerk/Treasurer Kelley reported working on the budget, considering operational changes for if the city opens back up to the public, and starting work on the August election.

City Manager Wilson gave an update about making an application to the State Historic Preservation Office as part of the Mill Demolition Grant. He noted reviewing available grants as relates to industrial park road improvements. He noted that the City Attorney is currently reviewing the Mill Demolition contract. He also discussed the easement negotiations with Consumers Energy. The current draft easement includes a large swath of land with several restrictions that could impede future development. Manager Wilson suggested delaying the work until a developer could have input on the easement and the improvements to the development. Council agreed. Finally, Manager Wilson hinted that the budget could show some lean times coming.

15. Council Comments:

Each Council Member thanked Public Works and Public Safety for continued professionalism and hard work during this public health crisis and with the recent fire.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:52PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
May 11, 2020



Brian Kelley

MINUTES
Plainwell City Council
May 11, 2020

1. Mayor Keeler called the regular meeting to order at 7:04 PM on the Zoom Virtual Meeting Application.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Keeney and Councilmember Wisnaski. Absent: Councilmember Overhuel.
4. Approval of Minutes/Summary:
A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Minutes and Summary of the 04/27/2020 regular meeting. On voice vote, all voted in favor. Motion passed.
5. Public Comments: None.
6. County Commissioner Report: None.
7. Agenda Amendments: None.
8. Mayor's Report: Mayor Keeler thanked the Public Works Department for their hard work in keeping the town looking so great.
9. Recommendations and Reports:
 - A. Director Bomar reported additional costs incurred associated to damage to one (1) public safety patrol vehicles from the April 7, 2020 hailstorm. The insurance adjustor on April 10 reviewed the claim for H&H Auto Body to do the work. On April 13, Council approved the originally estimated costs. The 2018 Police Cruiser was repaired at a total cost of \$7,992.17, requiring a change order to the originally approved estimate of \$4,096.32. The insurance company has reported that it will cover the additional cost under the original claim.
A motion by Wisnaski, seconded by Steele, to approve a change order for \$3,895.85 to cover additional costs to repair one (1) Public Safety vehicle damaged during the April 7, 2020 hail storm, with H&H Auto Body. On a voice vote, all in favor. Motion passed.
10. Communications:
 - A. **A motion by Steele, seconded by Wisnaski, to accept and place on file the March 2020 Public Safety Report and the April 2020 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**
11. Accounts Payable:
A motion by Wisnaski, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$63,285.74 for payment of same. On a roll-call vote, all in favor. Motion passed.

12. Public Comments: None.

13. Staff Comments:

Community Development Manager Siegel reported that the Downtown businesses are doing what they can and that she's holding weekly calls with each of them. A recent survey sent to the businesses resulted in sixteen (16) responses, with some businesses reporting excellent sales (Ace and Joe's). She also noted that the plans for 127 S. Main are still in progress.

Superintendent Nieuwenhuis reported that flower plantings will be done by DPW staff as the normal city-wide planting day cannot be done given health restrictions in place at this time.

Superintendent Pond reported that masks may be available through the Michigan Water Environment Foundation.

Public Safety Director Bomar reported that the patrol vehicle ordered in January 2020 may not be in service until July. He also noted a partnership with Gun Plain Fire to give a Patrol Parade celebrating birthdays for community residents who cannot have normal parties during this time.

Clerk/Treasurer Kelley reported having worked the May 5, 2020 election at the City of Otsego working with two other city clerks and is now preparing for the August 4, 2020 election. He confirmed that City Council Nominating Petitions will be due no later than 4pm on Tuesday July 21, 2020 to be compliant with new State Law and that the nominating packets should be available by the end of May. He also reported working on the 2020/2021 budget.

City Manager Wilson reported working on grant applications for street projects including the Old Orchard and Acorn Street. He also noted that the attorney is working on the contract language for the Mill Demolition Project and a resolution for a related loan application. He reported the Mill Demolition Project documents should be ready for the next Council Meeting.

14. Council Comments:

Mayor Pro Tem Steele and Council Member Wisnaski thanked various city departments for their works.

Council Member Keeney expressed concerns about some encampments in the woods near Drug & Lab, which is being investigated by Public Safety.

15. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:29PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
May 26, 2020

Brian Kelley

Brian Kelley

MINUTES
Plainwell City Council
May 26, 2020

1. Mayor Keeler called the regular meeting to order at 7:04 PM on the Zoom Virtual Meeting Application.
2. Invocation was given by Terry Steele.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel (arrived at 7.02pm), Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes/Summary:
A motion by Keeney, seconded by Wisnaski, to accept and place on file the Council Minutes and Summary of the 05/11/2020 regular meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comments: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report:
Mayor Keeler asked about golf carts around the City. Deputy Director Varley spoke to being aware of the complaints and that Public Safety is handling them. The only known "cart" allowed on city streets is the Public Works Gator used to water flowers around town.

Mayor Keeler is worried about the local businesses during this Covid crisis after the city had filled most of the spaces downtown. He asked Community Development Manager Siegel for a report. Three local business are known to have closed permanently; Aubree's, Highland Ridge and Abundant Living. Siegel reported that as much as 90% of the local businesses are open in some fashion with some opening up on May 29 or June 1. She gave a report on most of the businesses individually. She reported that most of the businesses are satisfied with a slow opening. She identified Calico Rabbit and Dance Kraze as the businesses struggling the most because of the higher traffic and less options for appropriate distancing.

10. Recommendations and Reports:
 - A. City Manager Wilson reported progress related to the Mill Demolition Project. He noted since the city has a 10% match and that given the current economic times, he recommends financing the city's obligation through a loan provided by the Michigan Department of Environment, Great Lakes and Energy (EGLE). The loan would carry a low interest rate and no required payments for five years. Before the city's application would be reviewed, the governing body would have to acknowledge acceptance of the loan through resolution. The draft resolution has been reviewed by the city attorney.
A motion by Overhuel, seconded by Steele, to adopt Resolution 2020-12 approving acceptance of a Brownfield Redevelopment Loan through the Michigan Department of Environment, Great Lakes and Energy for the Mill Demolition Project. On a voice vote, all in favor. Motion passed.

City Manager Wilson went on to report progress on the Mill Demolition Project, for which the city has done all it can to this point. There is a Memorandum of Agreement (MOA) being reviewed by a Native American Tribe in Wisconsin which has the right to review the demolition site. The MOA is needed before the State Historic Preservation Office (SHPO) will grant final approval for the demolition of certain historically significant buildings, which is necessary for the responsible bidder to finalize plans for the demolition. The Project must start by July 1.

11. Communications:

A. **A motion by Keeney, seconded by Wisnaski, to accept and place on file the April 2020 Water Renewal Report. On a voice vote, all 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 \$57,568.44 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 working on the budget revisions, COVID-related issues and other normal tasks.

Superintendent Nieuwenhuis reported that flowers are planted and staff has plans for watering and weeding.

Superintendent Pond reported additional operational capacity went well after the recent rains; the additional tanks came online as planned.

Community Development Manager Siegel asked the community do anything it can to support the local businesses. She did report that none of the businesses have applied for the city's Business Revolving Loan Funds. She identified restaurants that must have a re-opening plan to be approved by the Allegan County Health Department and was tasked to find sample plans to assist the local restaurants.

Public Safety Deputy Director Varley reported that staff members who may have been exposed to the virus, all tested negative. He reported having ample supplies of personal protection equipment, most at no cost to the city. He also expressed the department's gratitude to the community for ongoing donations of food and goodies.

Clerk/Treasurer Kelley reported having provided a full draft budget to the City Manager for review. He reported that Absent Voter Ballot Applications will be delivered to all permanent-list voters on Friday, May 29 and asked that ANY registered voter who wishes to vote absentee to contact our office for an application. He also reported that nominating packets were delivered to Todd and Lori, whose seats are up for election in November – nominating packets are available through the City Clerk's Office for any citizen who is interested in qualifying as a candidate for City Council – the nominations are due back to the Clerk's Office by 4pm on Tuesday, July 21.

15. Council Comments:

Mayor Pro Tem Steele and Council Member Overhuel thanked the city staff and noted the struggles the local businesses are facing.

Council Member Keeney brought forth a suggestion from Nancy's Kitchen about hosting a community event in July at Kenyon Park to celebrate Mayor Brooks' birthday with a picnic and some softball/baseball. Council was enthusiastic about the plans and hopes it will all work out.

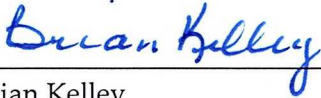
16. Adjournment:

A motion by Keeney, seconded by Wisnaski, to adjourn the meeting at 7:57PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

June 8, 2020



Brian Kelley

MINUTES
Plainwell City Council
May 29, 2020

1. Mayor Keeler called the special meeting to order at 3:30 PM on the Zoom Virtual Meeting Application.
2. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Keeney and Councilmember Wisnaski. Absent: Councilmember Overhuel.
3. New Business:
 - A. City Manager Wilson reported the city's desire to apply for grant funding to help offset the estimated \$445,950 cost of paving in the Old Orchard and Chip Sealing (Seal Coating) in the New Orchard. DPW Superintendent Nieuwenhuis reported that the pavement in the Old Orchard is beyond repair. He also said that the New Orchard is within one to two years of being irreparable, and recommends seal coating, or chip sealing, the pavement, which will add up to 7-10 years to the life of the pavement.

Mayor Pro Tem Steele asked about the homeowners in the Old Orchard who are not serviced by city sewer. The city has investigated extending sewer lines to the entire neighborhood and the estimated cost is \$3.2-million, which is not attainable at this time.

A motion by Keeney, seconded by Wisnaski, to adopt Resolution 2020-13 establishing a request for funding for Michigan Department of Transportation. On a roll call vote, all in favor. Motion passed.
 - B. Treasurer Kelley reported a Public Hearing to consider the city-wide budget is to be set for the second meeting in June, as required by Charter.

A motion by Steele seconded by Keeney, to set a Public Hearing for June 22, 2020 to consider the 2020/2021 Plainwell City Budget. On a voice vote, all voted in favor. Motion passed.
4. Public Comments: None.
5. Council Comments: None
6. Adjournment:

A motion by Keeney, seconded by Steele, to adjourn the meeting at 3:38PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
June 8, 2020



Brian Kelley

MINUTES
Plainwell City Council
June 2, 2020

1. Mayor Keeler called the special meeting to order at 10:00 AM on the Zoom Virtual Meeting Application.
2. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Keeney and Councilmember Wisnaski. Absent: Councilmember Overhuel.
3. New Business:
 - A. City Manager Wilson discussed reports from the city planning consultant, Williams & Works, that outline area of the Zoning Ordinance that should be reviewed and updated. This is part of a larger project to update the Master Plan in 2021. An Ordinance was drafted to temporarily suspend consideration of any mining projects within the city, which is one of the areas in the Zoning Ordinance to be reviewed. This moratorium lasts for six (6) months which will give the Planning Commission time to review and offer updates to the Zoning Ordinance.
A motion by Steele, seconded by Wisnaski, to approve Ordinance 386 for a temporary moratorium on mining operations and licenses for a period of six months. On a roll call vote, all in favor. Motion passed.
4. Public Comments: None.
5. Council Comments:
Council each thanked City Manager Erik Wilson for staying on top of the Zoning Ordinance
6. Adjournment:
A motion by Keeney, seconded by Wisnaski, to adjourn the meeting at 10:06AM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
June 8, 2020



Brian Kelley

MINUTES
Plainwell City Council
June 8, 2020

1. Mayor Keeler called the regular meeting to order at 7:01 PM on the Zoom Virtual Meeting Application.
2. Invocation was given by Terry Steele.
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 Keeney, seconded by Wisnaski, to accept and place on file the Council Minutes and Summary of the 05/26/2020 regular meeting and the Minutes of the 05/29/2020 and the 06/02/2020 special meetings. On voice vote, all voted in favor. Motion passed.
6. Public Comments: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report: None
10. Recommendations and Reports:
 - A. City Manager Wilson reported a necessary modification to a 2006 Wastewater Treatment Service Agreement with the Village of Martin. The Village wishes to upgrade its infrastructure and seeks USDA funding, which requires the city's agreement with the Village be amended to match the terms of the USDA funding. Additionally, the city wishes to assign an easement to the Village for a property included in previous agreements in which the city no longer has a vested involvement. **A motion by Overhuel, seconded by Keeney, to approve an amendment to the 2006 Wastewater Treatment Service Agreement with the Village of Martin regarding the length of the agreement, and to assign an easement the Village. On a voice vote, all in favor. Motion passed.**
 - B. Superintendent Pond reported necessary repairs to the plant's blowers, which run 24 hours per day. The repairs need to be done by factory-trained specialists to maintain the warranty and to certify correct technical specifications. **A motion by Wisnaski, seconded by Keeney, to approve a sole-source repair to check alignment and repair an oil leak in the plan blowers, from Aerzen USA Corporation in the amount of \$5,093.48. On a roll-call vote, all in favor. Motion passed.**

- C. City Manager Wilson presented the draft DDA/BRA/TIFA budgets, which were considered by the DDA/BRA/TIFA Board at a budget workshop. The Board recommends approval of the draft budget. A motion by Wisnaski, seconded by Overhuel, to approve the draft BRA budget. A motion by Overhuel, supported by Wisnaski, to approve the draft TIFA budget. A motion by Wisnaski, supported by Keeney, to approve the draft DDA budget. On roll-call votes for each, all in favor. Motions passed.

11. Communications:

- A. A motion by Steele, seconded by Overhuel, to accept and place on file the April 2020 Public Safety Report, and the May 2020 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 \$61,820.77 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 working on keeping up with all the changes.

Superintendent Pond reported roof inspections with no findings.

Community Development Manager Siegel reported the restaurants are opening up and that the Farmers Market opened last week.

Clerk/Treasurer Kelley reported having mailed 294 Absent Voter Ballot Applications to all Automatic Application List voters on Friday, May 29 and asked that ANY registered voter who wishes to vote absentee to contact our office for an application. He reminded everyone that nominating packets are available through the City Clerk's Office for any citizen who is interested in qualifying as a candidate for City Council – the nominations are due back to the Clerk's Office by 4pm on Tuesday, July 21. He reported preparing for the 2020 property tax billings and that he's working with the Manager to finalize the 2020/2021 budget.

City Manager Wilson reported that the Demolition Project is waiting for documents from Melching, SHPO and the Wisconsin Potawatomi Tribe. He also expressed sympathy for the Carten Family, former Council Member Charles "Chuck" Carten recently passed away. Finally, he reported that the DDA Board would consider the resignation of Zelda Schippers from the Board and thanked her for her tireless service.

15. Council Comments:

Councilmember Overhuel encouraged everyone to continue being careful.

16. Adjournment:

A motion by Keeney, seconded by Wisnaski, to adjourn the meeting at 7:33PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully submitted by,

Brian Kelley

City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL

June 22, 2020



Brian Kelley

MINUTES
Plainwell City Council
June 18, 2020

1. Mayor Keeler called the special meeting to order at 6:00 PM in City Hall Council Chambers.
2. Roll Call: Present: Mayor Keeler, Councilmember Overhuel, Councilmember Keeney (left the meeting at 7:01pm) and Councilmember Wisnaski. Absent: Mayor Pro Tem Steele.
3. New Business:

- A. City Manager Wilson presented a draft version of the 2020/2021 City Budget, with the focus on revenue shortfalls due to State Shared Revenue reductions from the recent and ongoing health crisis. There was discussion about cost cutting measures in the budget, including a 6% wage reduction for the City Manager, a 5% wage reduction for Department Head and salaried full-time personnel and furloughs for hourly non-union and DPW staff, plus similar reductions to part-time.

Councilmember Keeney asked why the Manager was taking a larger pay cut. Mayor Keeler noted that the Council should also take a 6% cut, to which all Councilmembers present agreed.

City Manager continued reporting both collective bargaining units will receive their contractual raises, and that none of the Public Safety Officers will be furloughed. He reported that revenue sharing is expected to be down between 15% and 30%, which hits the General Fund. Public Safety costs account for nearly 60% of the General Fund and most of the cuts are coming from the other 40% of the General Fund. There was discussion about shifting part-time Public Safety wages and having the Director and Deputy Director covering for staff shortages in place of the part-time. Council agreed the focus should be on minimizing overtime, where possible, and minimizing part-time wages.

Other areas of the budget were discussed without comment from Council or the public. City Manager Wilson thanked the staff for participating in a challenging budget process.

- B. City Manager Wilson gave Council a summary of a demonstration planned for Friday June 19, 2020.
- C. City Manager Wilson reported that 20 samples were taken and tested by the State for Lead/Copper as required by permit. 17 of those tests reported "non-detect" results and the other 3 were above limits. The City's review of the result shows that all anecdotal information suggests there is not a lead problem in the water supply, based on 30-plus years' experience showing no lead in the city's infrastructure. Samples from the same water-lines as those that tested positive showed "non-detect", so the city continues to investigate the issue which may involve lead pipes inside individual dwellings.

4. Public Comments: None

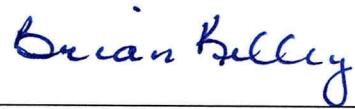
5. Council Comments: None

6. Adjournment:

A motion by Wisnaski, seconded by Overhuel, to adjourn the meeting at 7:26 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 22, 2020



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
June 22, 2020

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 and Councilmember Wisnaski. Absent: Councilmember Keeney.
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 06/08/2020 regular meeting and the Council Minutes of the 06/18/2020 special meeting. On voice vote, all voted in favor. Motion passed.
6. Public Comment:
Myrene Kay Koch, JD, Allegan County Prosecuting Attorney provided Council with updates about the Prosecuting Attorney's Office.
7. County Commissioner Report: None
8. Agenda Amendments: None
9. Mayor's Report:
Mayor Keeler read a letter from Lee & Dawn Dean at 208 E. Brighton who thanked the Department of Public Safety, stating he appreciated very much that the Deans took time out to send that letter.
10. Recommendations and Reports:
 - A. Clerk Kelley reported having communicated with five (5) 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. Additionally, a business owner applied for appointment to the DDA/BRA/TIFA Board to complete Zelda Schipper's term, after the recent resignation. The Mayor recommends appointment, again subject to Council confirmation.
A motion by Overhuel, seconded by Wisnaski, to confirm the Mayor's appointment of Jennifer Loftus to the Board of Review, Karen Koehn to the Compensation Commission, Melissa Gelbaugh to the District Library Board, Paul Rizzo, Jim Turley and new member Angela Ridgway to the DDA/BRA/TIFA Board. On a voice vote, all voted in favor. Motion passed.
 - B. Treasurer Kelley reported a requirement for a full actuarial valuation for the upcoming audited financials. Periodically as required by the Governmental Accounting Standards Board, the city must have an independent valuation of the long-term obligation for the city's Post Employment Retirement Benefits Plan. Prior valuations have been completed by Watkins Ross PC in Grand Rapids, who is familiar with the city's plan and its history. The Administration recommends awarding a professional services contact

to Watkins Ross PC for \$4,200.00 for an actuarial valuation as of June 30, 2020.

A motion by Wisnaski, seconded by Steele, to award a professional services contact to Watkins Ross PC for \$4,200.00 for an actuarial valuation. On a roll call vote, all voted in favor. Motion passed.

- C. Treasurer Kelley presented several budget amendments to account for 2019/2020 projects previously approved but not accounted for in the budget, and for changes to cost distributions.
A motion by Steele, seconded by Overhuel, to approve the 2019/2020 Budget Amendments as presented. On a roll call vote, all voted in favor. Motion passed.**
- D. Treasurer Kelley reported having reviewed the listing of approved depositories for city funds as required by the Investment Policy. The current listing has no changes from the prior year.
A motion by Overhuel, seconded by Steele, to adopt Resolution 2020-14 for the approved depositories of city funds. On a voice vote, all voted in favor. Motion passed.**
- E. Treasurer Kelley presented a schedule of fines and fees for the upcoming 2020/2021 Budget Year. There was discussion of whether the fees charged actually cover the costs associated.
A motion by Wisnaski, seconded by Overhuel, to adopt Resolution 2020-15 for the 2020/2021 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.**
- F. A motion by Steele, seconded by Overhuel, to open a Public Hearing at 7:31pm for the 2020/2021 Plainwell City Budget. On a voice vote, all in favor. Motion passed.**

City Manager Wilson presented the 2020/2021 Plainwell City Budget showing the revenues and expenditures for all funds city-wide. The budget will continue to be a work in progress because of the unknowns from State regarding revenue sharing. This budget reflects about a 27% reduction in State Shared Revenue. City Manager Wilson outlined temporary reductions to staff hours and wages to help offset the anticipated revenue shortfalls. He noted that the only capital project included in the budget is the Mill Demolition, as all other projects are on a delayed basis.

No public comment.

A motion by Wisnaski, seconded by Steele, to close the Public Hearing at 7:55pm. On a voice vote, all in favor. Motion passed.

A motion by Overhuel, seconded by Steele, to adopt Resolution 2020-16 for the General Fund Appropriations and Resolution 2020-17 for the Special and Operating Funds Appropriations for the 2020/2021 Plainwell City Budget. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

- A. A motion by Steele, seconded by Overhuel, to accept and place on file the January through May 2020 DDA/BRA/TIFA Meeting Minutes, the May 2020 Public Safety Report and the May 2020 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 \$86,842.14 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None

14. Staff Comments

Community Development Manager Siegel reported that most of the businesses are back open – Elle will re-open in July. She reported that the Lost Raven sale has gone through and that there is interest in the Champion Law building. She reported proposed upgrades to the Warnement Building.

Personnel Manager Lamorandier thanked the staff for all their help, support and understanding during the shut-down and the budget process.

Superintendent Pond discussed the SAW Grant's work related to the sewer rate structure and the Asset Management Plan.

Director Bomar reported a peaceful protest with no law enforcement concerns on Friday, June 19 and thanked the Allegan County Sheriff's Office, the Michigan State Police and City of Otsego for their support. He also thanked Scott Zylstra from Old Mill Brewpub for having fed law enforcement during the event.

Superintendent Nieuwenhuis thanked all the volunteers for keeping the flowers looking great!

City Manager Wilson thanked the staff for their understanding during the budget process. He thanked the Department of Public Safety and specifically Deputy Director John Varley for great work planning and executing during the recent peaceful protest.

City Manager Wilson also reported having received a Letter of Termination from Lamar Advertising regarding the billboard on the Airport grounds. He asked for authority from Council to negotiate new terms based on advertising sales. The current contract provides a flat-rate for the City, which is outside industry norms. **A motion by Wisnaski, seconded by Overhuel, to authorize the City Manager to negotiate a new billboard contract. On a voice vote, all in favor. Motion passed.**

City Manager Wilson then reported that he's still waiting for final language from the Potawatomi Tribe in Wisconsin for a Memorandum of Agreement (MOA) to satisfy State Historic Preservation Office (SHPO) before finalizing the contract related to the Mill Demolition Project.

Clerk/Treasurer Kelley reports 2020 Summer Property Tax Statements will be mailed on Tuesday, June 30 and will be due on Monday, August 17, 2020. He reported that 351 Absent Voter Ballots have been issued and the city continues to accept applications from any city registered voter. He reported preparing for year-end and for the August 4, 2020 election.

15. Council Comments:

Councilmember Wisnaski thanked the flower volunteers and asked if the city could do anything for them. Councilmember Overhuel thanked the entire city staff for their work throughout the past several months.

Mayor Pro Tem Steele thanked everyone for their works.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:33 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 13, 2020

A handwritten signature in blue ink that reads "Brian Kelley". The signature is written in a cursive style with a horizontal line underneath the name.

Brian Kelley, City Clerk

MINUTES
Plainwell City Council
July 6, 2020

1. Mayor Keeler called the special meeting to order at 5:01 PM in City Hall Council Chambers.
2. Roll Call: Present: Mayor Keeler, Pro Tem Steele and Councilmember Wisnaski. Absent: Councilmember Overhuel and Councilmember Keeney.
Clerk Kelley confirmed there is a Quorum of the Council present.
3. New Business:
 - A. City Manager Wilson and GHD Project Manager Jodie Dembowski provided an update on the Mill Demolition Project. The Memorandum of Agreement (MOA) was received by the Wisconsin Potawatomi Tribe on July 1. A worksheet breaking down costs was reviewed with Council. The proposed contract had a different total number, so the parties need to confirm all the modifications are accounted for. The schedule of work also needs to be clarified – Melching has agreed to honor the number of days to be worked, the new schedule needs to be finalized. There are required 10-day notices before abatement can begin. It was noted that there will be safety work to be done before actual demolition can start, but this work can be done during the abatement process. Melching has hired a safety director and GHD will monitor the project as well.
A motion by Steele, seconded by Wisnaski, to award Melching Inc. with an agreement to demolish 220,000 square feet of the Mill buildings in an amount of \$3,805,250.00, subject to confirmation of the costs included in the contract. On a roll call vote, all in favor. Motion passed.
 - B. City Manager Wilson reported additional engineering work was needed to complete the preliminary stages of the Mill Demolition Project related to changes from the original plans to Building 2 and 3 changes recommended by the State Historic Preservation Office (SHPO). The work has been substantially completed and Wilson recommends approval of a change order with GHD for the work.
A motion by Steele, seconded by Wisnaski, to approve a Change Order of \$27,500.00 with GHD for additional Phase III engineering services. On a roll call vote, all in favor. Motion passed.

City Manager Wilson also asked for authority to negotiate a project with GHD to provide project oversight, reporting and monitoring. The preliminary cost estimate provided to Council is \$505,780.00 and includes costs for project oversight, reporting, sampling and on-site monitoring (which includes travel and per diem).
A motion by Wisnaski, seconded by Steele, to authorize the City Manager to negotiate a contract with GHD for project oversight services in an amount not to exceed \$505,780.00. On a roll call vote, all in favor. Motion passed.

City Manager Wilson reported air monitoring during the abatement project is another component of the Project that has a known cost. The city would contract with Analytical Testing and Consulting Services to provide air monitoring during and after the abatement work. The cost of the project is \$39,000 for 64 days' work plus eight (8) final air clearance samples.
A motion by Wisnaski, seconded by Steele, to approve the project with Analytical Testing and Consulting Services for air quality monitoring services during an after abatement at a cost of \$39,000. On a roll call vote, all in favor. Motion passed.

4. Public Comments: None
5. Council Comments: None
6. Adjournment:
A motion by Steele, seconded by Wisnaski, to adjourn the meeting at 5:46 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 13, 2020



Brian Kelley, City Clerk

MINUTES
Plainwell City Council
July 13, 2020

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
4. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 06/22/2020 regular meeting and the Council Minutes of the 07/06/2020 special meeting. On voice vote, all voted in favor. Motion passed.
5. Public Comment: None
6. County Commissioner Report:
Commissioner Rick Cain provided an update about the County evaluating budgetary limitations of between \$700,000 and \$1,000,000. He also noted that the County is considering permitting quad-style housing, which Wayland, Martin and Gun Plain Townships all oppose.
7. Agenda Amendments: None
8. Mayor's Report: None
9. Recommendations and Reports:
 - A. City Manager Wilson noted that the July 6, 2020 Council Meeting presentation did not include the full proposal from GHD for construction oversight for the Mill Demolition Project. It was noted that the cost of the proposal is includable in the grant, for which the city is 10% responsible. There are lots of "moving parts" in this project, so the oversight is necessary. The abatement process is underway and actual demolition should start in around six (6) weeks.
A motion by Overhuel, seconded by Steele, to approve a professional services contract with GHD for construction oversight and project support for the Mill Demolition Project in the amount of \$505,780.00. On a roll call vote, all voted in favor. Motion passed.
 - B. City Manager Wilson noted that the July 6, 2020 Council Meeting did not include the full proposal from Analytical Testing & Consulting Services for independent third-party air monitoring during the abatement process. Protocols were discussed if the samples test positive for asbestos. This firm did similar work during the 2012 demolition and their work will supplement the monitoring being done by Melching and GHD.
A motion by Keeney, seconded by Wisnaski, to approve a professional services contract with Analytical Testing & Consulting Services Inc. for air monitoring and sampling during the Mill Demolition Project at an estimated cost of \$39,000.00. On a roll call vote, all voted in favor. Motion passed.

- C. Treasurer Kelley reported the opportunity to apply for grant funding through the CARES Act to reimburse public safety wages during the health pandemic. The application, due July 17, 2020, through Michigan Department of Treasury requires designation of an authorized agent which is noted in the proposed resolution under consideration. Personnel Manager Lamorandier and Public Safety Director Bomar have attending training and are working to compile the data to be included with the application. The funds, if granted, would be a reimbursement to the General Fund.
A motion by Keeney, seconded by Wisanski, to adopt Resolution 2020-18 designating City Manager Wilson as the city's agent for applying for Public Safety Grant Funding as presented. On a voice vote, all voted in favor. Motion passed.

10. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the June 2020 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**

11. Accounts Payable:

A motion by Keeney, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$180,768.48 for payment of same. On a roll call vote, all in favor. Motion passed.

12. Public Comments: None

13. Staff Comments

Personnel Manager Lamorandier noted working through a new online process for open enrollment.

Director Bomar reported the failure of the department's generator. Necessary repairs are being quoted with the first quote coming in at \$4,000. He reported there are still no updates on delivery of the patrol vehicle ordered in January 2020. Finally, he reported COVID testing at Plainwell Middle School on Thursday, July 16, 2020.

Superintendent Nieuwenhuis reported working on mowing, flowers and potholes.

Community Development Manager Siegel reported 17 zoning permits having been issued and noted training for an emergency preparedness and marketing opportunity for small businesses. She also noted the donation of a framed photograph of the mill from Heather Burd.

Clerk/Treasurer Kelley reported having issued 497 absent voter ballots with 186 of those having already been returned. He noted working on year-end financials and preparing for the election. He reminded everyone that the nominating petitions for City Council are due July 21.

City Manager Wilson briefed Council on a developing sewer connection issue at 934/936 E Bridge, noting that the property was vacant when M-89 was reconstructed, so the sewer lateral was not connected at that time.

City Manager Wilson followed up on Director Bomar's report about the failed generator, noting that a working generator is critical to continuing city operations during a power outage. Knowing that time is of the essence and that one quote had already been received, he asked for authority for making the repairs in advance of the next Council Meeting.

A motion by Wisnaski, seconded by Overhuel, to authorize the City Manager to negotiate an emergency repair of the Public Safety generators in an amount not to exceed \$5,000.00 after having received two (2) additional quotes. On a roll call vote, all in favor. Motion passed.

14. Council Comments:

Mayor Pro Tem Steele thanked Community Development Manager Siegel for communication support related to the postponement of the All School Reunion.

15. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:54 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 27, 2020



Brian Kelley, City Clerk