

City of Plainwell



“The Island City”

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

Department of Administration Services
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Agenda

Planning Commission City Hall Council Chambers December 06, 2023 6:30 Pm

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes: 11/01/2023 Planning Meeting
5. Chairman’s Report
6. Public Comment
7. New Business:
 - A. Public Hearing: ORDINANCE NO. 397 Amendment Site Plan Review process for R-2 District and CBD District
8. Old Business: None
9. Reports and Communications:
 - a. Council minutes 10/23/23 and 11/13/23
10. Public Comments
11. Staff Comments
12. Commissioners/Council Comments
13. Adjournment

The City of Plainwell is an equal opportunity provider and employer

CITY OF PLAINWELL
MINUTES
Planning Commission
Wednesday, November 01, 2023

1. Call to Order at 6:30 pm by Colingsworth
2. Pledge of Allegiance was given by all present.
3. Roll Call:
Present: Rachel Collingsworth, Jay Lawson, Stephen Bennett, Jim Higgs, Gary Sausaman. Kevin Hammond
Excused: Lori Steele
4. Approval of Minutes: 10/18/2023
Motion to approve minutes and place them on file was made by Higgs and seconded by Lawson. All in favor vote. Motion passed.
5. Chairperson's Report: None
6. New Business:
Motion to close the regular meeting was made by Higgs and seconded by Hammond. Motion to open the Public Hearing was made by Higgs and seconded by Lawson at 6:35 pm.
 - A. Public Hearing: Regarding Ordinance No. 397 Amendment Site Plan Review process for R-2 and CBD District.
 - a. No Public present
 - b. Discussion – Higgs asked for clarification on the language “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 standard set forth in this section.”
Motion to close the public hearing was made by Higgs and seconded by Hammond, all in favor of closing the meeting at 6:44 p.m.

Motion to Open Planning Meeting was made by Higgs and seconded by Lawson.

Higgs motioned to delay the recommendation to City Council until clarification on the wording was provided, seconded by Lawson.
Siegel would provide the information via email, and reset the Public Hearing.
7. Old Business: None
8. Reports and Communications: 10/09/2023 were reviewed and placed on file.
9. Public Comments: None
10. Staff Comments: Siegel, Community Development Manager provided an update on the ribbon cutting for Bloom and the RFQ Launch for the Mill Property on Nov. 2, 2023.
11. Commissioner Comments:
Hammond inquired about the hotel's progress and the Clark Gas Station's progress.
12. Adjournment: Colingsworth adjourned the meeting at 6:55 p.m.

**CITY OF PLAINWELL
ALLEGAN COUNTY, MICHIGAN**

ORDINANCE NO. 397

AN ORDINANCE TO AMEND CHAPTER 53 “ZONING” OF THE CITY OF PLAINWELL CODE OF ORDINANCES; TO AMEND SECTION 53-18 “SITE PLAN REVIEW” TO MODIFY SITE PLAN REQUIREMENTS IN THE R-2 DISTRICT; AND TO AMEND SECTION 53-46 “SITE PLAN REVIEW” TO MODIFY SITE PLAN REQUIREMENTS IN THE CBD DISTRICT.

CITY OF PLAINWELL, ALLEGAN COUNTY, MICHIGAN, ORDAINS:

Section 1. Amendment of Sec. 53-18. Sec. 53-18 of Chapter 53, “Zoning” of the City of Plainwell Code of Ordinances is amended to read in its entirety as follows:

Sec. 53-18. SITE PLAN REVIEW.

For all uses permitted in an R-2 District, a site plan for a special land use shall be subject to review and approval submitted and no building permit shall be issued until by the City Council after has approved the site plan after receiving recommendation from the City Planning Commission in accordance with the provisions of this section. 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. In addition to the criteria set forth herein, a the Planning Commission shall not recommend the approval of any multiple-family dwelling site plan which does not shall not be approved unless it meets the following criteria.

- A. All site plans shall show two means of ingress and egress to the project to permit adequate circulation for safety equipment; except that, for projects under ten acres, one boulevard entranceway may be sufficient.
- B. In all multiple projects over 25 dwelling units, parking shall not be allowed along the main circulation drive.
- C. All townhouse units must include an individual outdoor paved patio area not less than 100 square feet in area.
- D. There shall be no more than seven townhouses in any one attached row.
- E. An apartment house shall not exceed 200 feet in length.
- F. Townhouse units with attached garages may not include the space in front of the garage door as part of the parking requirement. Townhouse units with attached garages may reduce their parking requirements to one and one-half spaces per dwelling unit.

Section 2. Amendment of Sec. 53-46. Sec. 53-46 of Chapter 53, “Zoning” of the City of Plainwell Code of Ordinances is amended to read in its entirety as follows:

Sec. 53-46. SITE PLAN REVIEW.

For all uses permitted in the CBD District, a site plan for a special land use shall be subject to review and approval submitted and no building permit shall be issued until by the City Council after receiving ahas approved the site plan after a recommendation from the City Planning Commission in accordance with the provisions of this section.is code. 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.

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 the *Union Enterprise*, a newspaper having general circulation in the City, under the provisions of 2006 Public Act 110, except as may be extended under the provisions of such Act.

ROLL CALL VOTE:

YES:

NO:

Declared adopted on:

Brad Keeler, Mayor

Ginger J Leonard, Clerk

MINUTES
Plainwell City Council
November 13, 2023

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Invocation was given by Scott Smail of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Councilmember Overhuel, Councilmember Wisnaski and Councilmember Keeney. Absent: Mayor Pro-Tem Steele
A motion by Keeney, seconded by Wisnaski, to excuse Mayor Pro-Tem Steele from the proceedings. On a voice vote, all voted in favor. Motion passed.
5. Approval of Minutes:
A motion by Overhuel, seconded by Keeney, to accept and place on file the Council Minutes of the October 23, 2023 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None
7. Presentation: *Winners of the 2023 Scarecrow/Harvest Contest*
Community Development Manager Siegel announced this year's contest winners:
 - People's Choice Award - Ransom District Library – accepted by Joe Gross, RDL Director
 - Best in Show - Another Man's Treasure.
8. **A motion by Keeney, seconded by Overhuel, to approve the Agenda for the November 13, 2023 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: Mayor Keeler shared that his wife had fallen and hit her head. Emergency services responded quickly. Officer Welcher was first on the scene, and the ambulance showed up shortly after. Mayor Keeler offered heartfelt thanks to those who responded and cared for his wife, and shared that she is on the mend.
10. Recommendations and Reports:
 - A. Dan Veldhuizen from Siegfried Crandall PC presented the audited financial statements as of and for the year ended June 30, 2023. Mr. Veldhuizen stated that the city's financial statements received an "unmodified" opinion, meaning no material misstatements were noted, and no audit adjustments were made. He reported the city's financial position is acceptable, though several funds are lower than other communities of similar size. He called attention to the Water/Sewer Fund and the Equipment Fund, noting that these funds are the most concerning and should be addressed. The audit revealed no deficiencies in internal controls. He reported no material misstatements with federal funds reporting. He stated that very few audit clients have no deficiencies. Plainwell is the only municipality of 120 that prepares its own financials, saving the city \$5,000.00 in audit fees. He recognized and thanked Finance Director Kelley for his hard work and attention to detail.
A motion by Keeney, seconded by Wisnaski, to accept and place on file the audited financial statements for the City of Plainwell as of and for the year ended June 30, 2023. On a roll call vote, all in favor. Motion passed.

- B. Clerk Leonard discussed a METRO Act permit extension application from AT&T. Originally issued to Michigan Bell/AT&T in 2003, it allows utility access in the city right of way. The 5-year permit is issued under State Statute and is a source of revenue for the city. Extensions were previously approved in 2008, 2013, and 2018. AT&T has requested another five-year extension, lasting through December 31, 2028. **A motion by Overhuel, seconded by Keeney, to extend the Right of Way Permit with AT&T under the METRO Act. On a roll call vote, all voted in favor. Motion passed.**
- C. Clerk Leonard discussed a METRO Act permit application from 123NET. The Allegan County Board of Commissioners and 123NET established a public-private partnership earlier this year and applied for the Realizing Opportunity with Broadband Infrastructure Networks (ROBIN) grant together. Now that the \$65 million project has been awarded, 123NET will construct 1,100 miles of high-capacity fiber and provide world-class connectivity to over 10,000 unserved and underserved homes across Allegan county. The new network will be open access and carrier neutral, and provide speeds of up to 10gb per second. **A motion by Overhuel, seconded by Wisnaski, to approve the Right of Way permit with 123NET under the METRO Act. On a roll call vote, all voted in favor. Motion passed.**
- D. Clerk Leonard discussed Resolution 2023-34, which transfers information from the previously approved Resolution 2023-33 granting a Commercial Rehabilitation Tax Exemption to Mark Meszaros (Mosaic Company) into the current template provided by the Michigan State Tax Commission. Resolution 2023-34 meets current State Tax Commission submission guidelines. **A motion by Keeney, seconded by Wisnaski, to approve Resolution 2023-34 for submission to the State Tax Commission. On a roll call vote, all in favor. Motion passed.**
- E. Superintendent Pond discussed replacing three check valves at the Cushman Lift Station. This job qualifies as a confined space installation. **A motion by Keeney, seconded by Wisnaski, to approve a contract with W. Soule & Company to replace the three valves for \$8,689.00. On a roll call vote, all voted in favor. Motion passed.**
- F. Finance Director Kelley discussed a one-time transfer from the General Fund to the Motor Pool Fund to cover a fund shortage due mostly to higher than anticipated fuel costs and low rental fees on police vehicles. **A motion by Wisnaski, seconded by Overhuel, to approve the one-time transfer of \$27,210.81 from the General Fund to the Motor Pool Fund. On a roll call vote, all voted in favor. Motion passed.**
- G. Superintendent Nieuwenhuis discussed elevator maintenance, repair and state testing requirements for the William Crispe elevator. Plainwell has contracted with Great Lakes Elevator for all elevators city wide. **A motion by Overhuel, seconded by Wisnaski, to approve the contract with Great Lakes Elevator to repair, perform maintenance, test and submit test results for the William Crispe elevator for \$7,775.00. On a roll call vote, all voted in favor. Motion passed.**

11. Communications:

A motion by Keeney, seconded by Wisnaski, to accept and place on file the October 2023 Investment and Fund Balance Reports, the draft 10/27/2023 DDA/BRA/TIFA special meeting minutes and the draft 11/01/2023 Planning Commission meeting minutes. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$286,418.17 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None

14. Staff Comments:

Finance Director Kelley stated that he is beginning to work on next year's budget. He thanked staff for their support during the audit and budget preparation process.

Personnel Coordinator Kersten had nothing to report.

Superintendent Nieuwenhuis discussed today's bid opening for the Old Orchard project. Three bids were received, opened and reviewed. Fleiss will look over the bids for accuracy and offer a recommendation. A special assessment for sewer connection is under consideration. The project will begin in the spring of 2024, and be completed in late fall. The last day for loose leaf pickup is Sunday, November 19, 2023.

Community Development Manager Siegel reported that the Ladies, Leaves and Laughter event was a huge success this year. Attendance was way up, and local businesses noted a substantial increase in foot traffic. She noted that holiday decorating will begin soon, and the Light Up the Night/Tree Lighting is December 1st.

Superintendent Pond shared that the force main will be cleaned during the valve replacement process, since the main will be closed while the valve exchange takes place.

Public Safety Director Callahan discussed No-Shave November. Officers may participate for a \$25 donation to Christian Neighbors. He shared that Plainwell's Department of Public Safety teamed up with Gun Plain Township and handed out candy on Bridge Street for Halloween.

Clerk Leonard had nothing to report.

City Manager Lakamper discussed the RFQ luncheon event held on 11/02/23, sharing that 11 developers and contractors attended. Submission of plans and qualifications takes place until January, with hopes that there will be an agreement in place by April. He talked to Council about merchant interest in a Social District for downtown.

15. Council Comments:

Councilmember Keeney shared that he will be leaving for vacation, and will miss the next two Council Meetings.

Councilmember Overhuel thanked Finance Director Kelley for all the hard work he does for Plainwell, and for saving the City thousands of dollars each year. He offered condolences to the DeYoung family.

16. Adjournment:

A motion by Keeney, seconded by Wisnaski, to adjourn the meeting at 7:56 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
submitted by,
Ginger J. Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
November 27, 2023

Ginger J. Leonard, City Clerk

MINUTES
Plainwell City Council
October 23, 2023

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Invocation was given.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Councilmember Overhuel, Councilmember Wisnaski and Councilmember Keeney. Absent: Mayor Pro-Tem Steele
A motion by Wisnaski, seconded by Keeney, to excuse Mayor Pro-Tem Steele from the proceedings. On a voice vote, all voted in favor. Motion passed.
5. Approval of Minutes:
A motion by Keeney, seconded by Wisnaski, to accept and place on file the Council Minutes of the October 09, 2023 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None
7. County Commissioner Report: Commissioner Dugan provided information on the Housing Report, Budget update, and the Prosecuting Attorney Annual report for Allegan County. He stated the Board of Canvassers has appointed two new members. He shared he attended the MAC conference. He also had the opportunity to meet with several House Representatives and Senators. The Road Commission Annual Report and the Allegan County Annual Report are both available to view online. He read a statement from the County concerning the Allegan County Animal Shelter and Wishbone Shelter agreement. He provided information on the upcoming Kalamazoo River Community Advisory Group meeting. Commissioner Dugan offered condolences to Mayor Pro-Tem Steele.
8. **A motion by Keeney, seconded by Overhuel, to approve the Agenda for the October 23, 2023 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: None
10. Recommendations and Reports:
 - A. **A motion by Overhuel, seconded by Keeney, to open a Public Hearing at 7:18pm to consider a Commercial Rehabilitation Tax Exemption request from Mark Meszaros (Mosaic Company). On a roll call vote, all in favor. Motion passed.**

No public comment.

A motion by Overhuel, seconded by Keeney, to close the Public Hearing at 7:20pm. On a roll call vote, all in favor. Motion passed.

A motion by Overhuel, seconded by Wisnaski, to adopt Resolution 2023-33 approving the Commercial Rehabilitation Tax Exemption as presented. On a roll call vote, all in favor. Motion passed.

B. Community Development Manager Siegel discussed Resolution 2023-32, Approval of the 2023-2027 Plainwell Master Plan following recommendation by the Planning Commission.

A motion by Wisnaski, seconded by Keeney, to approve Resolution 2023-32. On a roll call vote, all voted in favor. Motion passed.

C. Superintendent Pond discussed a different vendor for Chlorine and Sulfur Dioxide Gas.

A motion by Wisnaski, seconded by Keeney, to approve the purchase of Chlorine and Sulfur Dioxide Gas from Alexander Chemical for \$10,264.40. On a roll call vote, all voted in favor. Motion passed.

D. Superintendent Pond discussed a different vendor for Ferric Chloride.

A motion by Overhuel, seconded by Wisnaski, to approve the purchase of Ferric Chloride from Alexander Chemical for \$31,531.83. On a roll call vote, all voted in favor. Motion passed.

E. Superintendent Nieuwenhuis discussed the purchase of a Department of Public Works Water Van.

A motion by Keeney, seconded by Wisnaski, to approve the purchase of a chassis from Harold Ziegler for \$37,189.00 and a Workport box from B&B for \$18,767.00, for a total purchase price of \$55,956.00. On a roll call vote, all voted in favor. Motion passed.

F. Community Development Manager Siegel discussed a Special Use Permit from Vertical Bridge, allowing a Monopole Tower Wireless Communication Facility (cell tower) to be constructed James R. Higgs Industrial Park at 950 Wakefield Pkwy located as recommended by the Planning Commission.

A motion by Keeney, seconded by Wisnaski, to approve the Special Use Permit as presented. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A motion by Keeney, seconded by Wisnaski, to accept and place on file the September 2023 Department of Public Safety and Water Renewal Monthly Reports, the draft 10/10/2023 DDA/BRA/TIFA meeting minutes, the draft 10/12/2023 Parks & Trees meeting minutes, and the draft 10/18/2023 Planning Commission meeting minutes. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$103,334.29 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None

14. Staff Comments:

Finance Director Kelley stated that he is waiting for the audit report. He is looking to next year's CIP and budget report. He attended election training today with Clerk Leonard.

Personnel Coordinator Kersten had nothing to report.

Superintendent Nieuwenhuis stated that last year's pot hole fill trial seemed to work well, and that holes have been filled on Sherwood near Ransom Library.

Community Development Manager Siegel discussed a grant through MEDC that she is working on. She offered a reminder that the Farmer's Market has moved indoors for the winter, and that 3 new businesses are opening in Plainwell this November. She continues to work on the dam grant and EGLE report.

Superintendent Pond had nothing to report.

Public Safety Director Callahan had nothing to report.

Clerk Leonard shared that she had attended training on Early Voting with Finance Director/Deputy Clerk Kelley. She stated that Plainwell's Early Voting Plan is due to Allegan County at the end of the month, and that she and Finance Director/Deputy Clerk Kelley are finalizing that plan.

City Manager Lakamper stated that Taplin's chemical stripping and lead abatement work is going well. He discussed the RFQ luncheon event to be held on November 2 at noon, sharing that 7 contractors had committed to coming. He shared that a Council Retreat is being planned for a weekday in January or early February 2024. He discussed a dumpster corral project at Ace Hardware.

15. Council Comments: None.

16. Adjournment:

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

Minutes respectfully
submitted by,
Ginger J Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
November 13, 2023


Ginger J Leonard, City Clerk