

# City of Plainwell



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

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

“The Island City”

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## AGENDA

### Plainwell City Council

Monday, April 22, 2024 - 7:00PM

### Plainwell City Hall Council Chambers

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes – 04/08/2024 Regular Meeting
6. General Public Comments
7. County Commissioner Report
8. Agenda Approval
9. Mayor’s Report
10. Recommendations and Reports:
  - A. **DPS – Purchase of two sets of Firefighter Gear**  
Council will consider approving the purchase of two sets of firefighter gear from West Shore Fire for \$8025.15.
  - B. **Resolution 2024-11 (Resolution No. 4) – Special Assessment District 24-01**  
Council will consider adopting Resolution 2024-11 (Resolution No. 4) for the Old Orchard Special Assessment District 24-01, acknowledging the filing and presentation of the Special Assessment Roll and setting a public hearing for May 13, 2024.
  - C. **Fleis and Vandenbrink Professional Services Agreement Amendment**  
Council will consider amending the professional services agreement with Fleis and Vandenbrink Engineering, Inc. to include consultation and construction management of the Old Orchard Project for a total cost of \$286,200.00.
11. **Communications:** The March Water Renewal and Department of Public Safety reports and the draft 4/11/24 Parks & Trees meeting minutes.
12. **Accounts Payable - \$35,874.17.**
13. **Public Comments**
14. **Staff Comments**
15. **Council Comments**
16. **Adjournment**

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

The Island City  
Plainwell is an equal opportunity provider and employer

**MINUTES**  
**Plainwell City Council**  
**April 08, 2024**

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The 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, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 03/25/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None
7. County Commissioner Report: None
8. Agenda approval:  
**A motion by Steele, seconded by Overhuel, to approve the Agenda for the April 8, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: None.
10. Recommendations and Reports:
  - A. Superintendent Nieuwenhuis discussed painting the front building at the Department of Public works.  
**A motion by Overhuel, seconded by Steele, approving a contract with Peterson Sons Painting to pressure wash and paint the front building at the DPW in the amount of \$7,010. On a roll call vote, all voted in favor. Motion passed.**
  - B. Superintendent Nieuwenhuis discussed the sale of old fencing, poles and gates at auction. Several residents expressed interest in the fencing, and sale at auction provides fair access to those interested.  
**A motion by Keeney, seconded by Wisnaski, approving the PW to sell fencing, poles and gates at auction. On a roll call vote, all voted in favor. Motion passed.**
  - C. City Manager Lakamper discussed the sale of the remaining Industrial lots at 830 Miller Road.  
**A motion by Wisnaski, seconded by Keeney, amending the listing agreement for the remaining properties at 830 Miller Road to \$40,000.00 per acre, or \$35,000.00 per acre if all remaining 24.86 acres are purchased. On a roll call vote, all voted in favor. Motion passed.**
11. Communications:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the March Investment and Fund Balance reports. 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 \$150,285.22 for payment of same. On a roll call vote, all voted in favor. Motion passed.**

13. Public Comments: None

14. Staff Comments:

Treasurer/Finance Director Kelley reported working on the budget and working with Clerk Leonard to prepare for the May 7, 2024 election.

Personnel Coordinator Kersten shared that four applications have been received for the Water Renewal Superintendent position.

Superintendent Nieuwenhuis shared that the fire hydrant at Wesco can't be moved as planned. The Water Tower inspection is finished. There was a water main break at the Old Orchard, causing a boil water advisory for some of the residents.

Director Callahan updated Council on the investigation of an incident of diesel fuel being dumped into a drain at Wesco gas station, stating the person responsible has been identified and charged.

Manager Lakamper stated that we have more detailed information on the Old Orchard project, and that he would prefer to be the main point of contact for project information. He shared that a local business had asked about the Mill Property.

15. Council Comments:

Mayor Pro Tem Steele hoped everyone had a good Easter.

Councilmember Overhuel mentioned receiving a phishing email that appeared to be from Mayor Keeler, and reminded everyone to be cautious.

16. Adjournment:

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

Minutes respectfully  
Submitted by,  
JoAnn Leonard  
City Clerk

MINUTES APPROVED BY CITY COUNCIL  
April 22, 2024

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JoAnn Leonard, City Clerk



## "The Island City"

## MEMORANDUM

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

TO: Justin Lakamper, City Manager  
FROM: Kevin Callahan, Director of Public Safety  
DATE: April 12, 2024  
SUBJECT: Purchase of two sets of Fire Gear

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**ACTION ITEM:** The City Council should consider approving the purchase of fire gear to replace old gear that is reaching its end of service life in the amount of \$8025.15.

**BACKGROUND INFORMATION:** Fire bunker pants and coats that firefighters use during structure fires is specialized gear. The protective gear degrades when in the high heat environments of structure fires and the National Fire Protection Association dictates that structural fire gear be replaced 10 years after its manufacturing date. As a result of this standard we replace gear in a rotational basis to alleviate budgetary issues. This year we are replacing two sets of fire gear as part of the rotational replacement.

**ANALYSIS:** The firefighting gear will be purchased from West Shore Fire as they are a Fire-Dex dealer which is the current brand of gear in use for this agency. West Shore Fire is also a preferred vendor for much of our fire equipment.

**BUDGET IMPACT:** This is a budgeted item and comes from the Public Safety-Fire Division Clothing-Uniforms line item 101-336-775.000.



## “The Island City”

## MEMORANDUM

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

**TO:** City Council / Justin Lakamper, City Manager  
**FROM:** Brian Kelley, Finance Director / City Treasurer  
**DATE:** April 19, 2024  
**SUBJECT:** Old Orchard Sewer Special Assessment District 24-01 – Resolution No. 4

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**SUGGESTED MOTION:** I motion to adopt Resolution 2024-11 (Resolution No. 4) for the Old Orchard Special Assessment District 24-01, setting a public hearing on the Assessment Roll for May 13, 2024.

**BACKGROUND INFORMATION:** Here is a timeline of the previous City Council action relating to the Old Orchard Project:

- On January 22, 2024, City Council adopted Resolution 2024-06 (Resolution No. 1), accepted the City Manager’s Report, and requested preparation of Resolution No. 2.
- On February 12, 2024, City Council adopted Resolution 2024-07 (Resolution No. 2) on this project, setting a public hearing of necessity on March 11, 2024.
- On March 11, 2024, City Council adopted Resolution 2024-09 (Resolution No. 3) on the necessity of the project, directing preparation of the Assessment Roll.

**ANALYSIS:** Enclosed in the packet is the Assessment Roll for the 57 parcels benefitting from the installation of sanitary sewer infrastructure.

It is recommended that City Council adopt Resolution 2024-11 (Resolution No. 4) for the Old Orchard Special Assessment District 24-01 and set a public hearing on the Assessment Roll for May 13, 2024.

**BUDGET IMPACT:** The adoption of the resolution has no specific budget impact.

(Old Orchard – Resolution #4)

**City of Plainwell  
Allegan County, Michigan**

**Resolution No. 2024-11**

At a regular meeting of the City Council for the City of Plainwell held at City Hall on April 22, 2024, and commencing at 7:00 p.m., the following Resolution was offered for adoption by Council Member \_\_\_\_\_ and was seconded by Council Member \_\_\_\_\_:

**ACKNOWLEDGEMENT OF FILING AND PRESENTATION OF A SPECIAL  
ASSESSMENT ROLL TO THE CITY COUNCIL; DETERMINATION TO HOLD A  
PUBLIC HEARING ON THE SPECIAL ASSESSMENT ROLL; AND MATTERS  
RELATED THERETO**

WHEREAS,

- A. Section 4d of the Home Rule Cities Act PA 279 of 1909 (MCL 117.1 *et seq.*) as amended, Chapter X of the City Charter, and Chapter 16 of the City Code of Ordinances authorizes the City to defray the costs of public improvements via special assessment upon the properties especially benefited by the public improvements.
- B. The City Council has determined to proceed with making certain public improvements, to wit: installation of sewer infrastructure to designated residential units within the City (the “Public Improvements”) and to defray the costs of Public Improvements through the creation of a special assessment district known as the City of Plainwell Special Assessment District No. 24-01 (the “District”).
- C. Whereas the City Assessor, at the direction of the City Clerk, has prepared and certified a special assessment roll for the District (the “Special Assessment Roll”) that the City Clerk has reported the Special Assessment Roll to the City Council.

NOW, THEREFORE, BE IT HEREBY RESOLVED:

1. The Special Assessment Roll, as reported to the City Council by the City Clerk, is hereby acknowledged and received by the City Council.
2. The Special Assessment Roll shall be filed in the office of the City Clerk and shall be available for public inspection during the normal working hours of the City.
3. The City Council shall hold a public hearing on May 13, 2024 at 7:00 p.m. at City Hall located at 211 N. Main Street, Plainwell, Michigan 49080 to review (and potentially confirm) the Special Assessment Roll and to hear and review any objections to the Special Assessment Roll.
4. The City Clerk shall cause to be published a Notice of the Public Hearing, Exhibit A as attached, in the Union Enterprise, a newspaper of general circulation within the City, at least two (2) times prior to the public hearing, with the first publication at least ten (10) days prior to the public hearing. Proofs of publication of such notice shall be filed with the City Council.

(Old Orchard – Resolution #4)

5. The City Clerk, at least ten (10) days prior to the date of the public hearing, shall send a Notice of the Public Hearing, Exhibit A, by first class mail addressed to each record owner, or party in interest, of each parcel of property to be assessed, at the address shown for such owner or party in interest upon the last City tax assessment records, as supplemented by any subsequent changes in the names or addresses of the owners or parties listed therein, except in the case of railroad companies which shall be mailed a notice of the public hearing by registered mail.

6. The City Clerk, in conjunction with the City Attorney, shall take all actions reasonably necessary to make the required public hearing notices required by this Resolution, the City of Plainwell Code of Ordinances, and State law.

7. That all actions heretofore taken by City officials, employees, and agents with respect to the Public Improvements are hereby ratified and confirmed.

8. The above recitals are incorporated as if fully restated herein.

9. That all resolutions or parts of resolutions in conflict with this Resolution are hereby rescinded.

10. This Resolution is effective immediately.

The vote regarding the adoption of this Resolution was as follows:

YEAS: Members: \_\_\_\_\_

NAYS: Members: \_\_\_\_\_

ABSENT: Members: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Brad Keeler  
Mayor

\_\_\_\_\_  
JoAnn Leonard,  
City Clerk

(Old Orchard – Resolution #4)

STATE OF MICHIGAN            )  
  ) ss.  
COUNTY OF ALLEGAN        )

I, JoAnn Leonard, City of Plainwell Clerk, hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Plainwell City Council at a regular meeting held on April 22, 2024, and that public notice of said meeting was given pursuant to Act No. 267, Public Acts of Michigan, 1976, as amended, including, in the case of a special or rescheduled meeting, notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have affixed my official signature this 22<sup>nd</sup> day of April, 2024.

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JoAnn Leonard  
City Clerk

DRAFT



(Old Orchard – Resolution #4)

Exhibit A

Notice of Public Hearing

NOTICE OF PUBLIC HEARING

CITY OF PLAINWELL SPECIAL ASSESSMENT DISTRICT NO.24-01 (OLD ORCHARD)

NOTICE IS HEREBY GIVEN that the City Council of the City of Plainwell has determined to proceed with the making of certain public improvements involving the construction and installation of sewer infrastructure to designated residential units within the City (collectively, the “Public Improvements”) and defraying the costs of the Public Improvements by special assessment on the lands and premises in the City to be benefited, except for lands and premises exempt from the collection of taxes under the Michigan General Property Tax Act. The special assessment district is comprised of all lots and parcels of property identified on the attached Exhibit A.

NOTICE IS FURTHER GIVEN that the City Assessor and City Clerk of the City of Plainwell have made and certified a special assessment roll for the special assessment district, which roll sets forth the relative portion of the total amount of the Public Improvements to be assessed against each parcel of land, which amount shall be the relative portion of the whole sum to be levied against all parcels of land in the special assessment district as the benefit to the parcel of land bears to the total benefit to all parcels of land in the special assessment district.

TAKE NOTICE that the City Council of the City of Plainwell will hold a public hearing on Monday, May 13, 2024 at 7:00 o’clock P.M. at the City Hall, 211 N. Main Street, Plainwell, Michigan 49080, to hear and review any objections to the special assessment roll, and all other matters relating to the proposed assessment district and proposed Public Improvements.

TAKE FURTHER NOTICE that a property owner or person in interest must either appear and object at the public hearing or submit a letter of appearance and objection to the City prior to

(Old Orchard – Resolution #4)

the public hearing in order to preserve the person’s right to appeal the special assessment to the Michigan Tax Tribunal. A record owner of land may appeal a special assessment by filing a written appeal with the Michigan Tax Tribunal within 30 days after written confirmation of the special assessment roll.

TAKE FURTHER NOTICE that the special assessment roll is on file with the City Clerk for public examination.

PROPERTY SHALL NOT BE ADDED TO THE PROPOSED SPECIAL ASSESSMENT DISTRICT AND THE ORIGINAL ESTIMATE OF COSTS SHALL NOT BE INCREASED BY 10% OR MORE PER YEAR WITHOUT FURTHER NOTICE AND PUBLIC HEARING.

FOR FURTHER INFORMATION, PLEASE CONTACT:

\_\_\_\_\_  
\_\_\_\_\_  
Plainwell City Hall  
211 N. Main Street,  
Plainwell, Michigan 49080  
(269) 685-6821

\_\_\_\_\_  
JoAnn Leonard  
City Clerk

Date: \_\_\_\_\_

CITY OF PLAINWELL  
SPECIAL ASSESSMENT ROLL FOR SPECIAL ASSESSMENT DISTRICT 24-01

<b>Owner's Name</b>	<b>Parcel Number</b>	<b>Property Address</b>	<b>Amount Levied</b>
DORGAN DORIS	03-55-020-002-00	839 THOMAS ST	7,500.00
AUSTIN GEORGE & LAURA	03-55-020-051-00	834 THOMAS ST	7,500.00
SHANNON AARON & SHERRY	03-55-020-052-00	900 GLENVIEW DR	7,500.00
SHUMAKER JUDY LIFE ESTATE	03-55-020-053-00	829 GLENVIEW DR	7,500.00
RIX RICHARD	03-55-240-008-00	831 THOMAS ST	7,500.00
THOMAS THOMAS & BAXTER HEATHER	03-55-240-009-00	825 THOMAS ST	7,500.00
MCNETT BRADLEY	03-55-240-010-00	819 THOMAS ST	7,500.00
DEVRIES MARILYN LIFE ESTATE	03-55-240-011-00	811 THOMAS ST	7,500.00
CARRABINO LINDA	03-55-240-012-00	115 RUSSET DR	7,500.00
MUNCH ROBERT & JUDY TRUST	03-55-240-013-00	114 RUSSET DR	7,500.00
MUNCH ROBERT & JUDY TRUST	03-55-240-014-00	773 THOMAS ST	7,500.00
ARIAS CARLOS & ABBY	03-55-240-015-00	761 THOMAS ST	7,500.00
MARCHAND DENNIS & KAY LIFE EST	03-55-240-016-00	745 THOMAS ST	7,500.00
REDDER CORY	03-55-240-017-00	731 THOMAS ST	7,500.00
WILGENHOF PAUL & LAUREN	03-55-240-018-00	721 THOMAS ST	7,500.00
BEAM KATELYN & PRESTON DILLON	03-55-240-021-00	619 THOMAS ST	7,500.00
HOLMES THOMAS & PAULA	03-55-240-023-00	830 THOMAS ST	7,500.00
MAJDAN DENISE	03-55-240-024-00	824 THOMAS ST	7,500.00
MACKLIN LIVING TRUST	03-55-240-025-00	808 THOMAS ST	7,500.00
BURT NORBERT & JUDITH	03-55-240-027-00	802 THOMAS ST	7,500.00
ULRICH DENISE	03-55-240-028-00	202 RUSSET DR	7,500.00
DENNANY LARRY & ANNA	03-55-240-029-00	770 THOMAS ST	7,500.00
MARCINIAK DEBRA	03-55-240-031-00	211 CHERRYWOOD DR	7,500.00
MENDEZ BENTLEY	03-55-240-032-00	215 CHERRYWOOD DR	7,500.00
HARTSELL RIEKO	03-55-240-033-00	221 CHERRYWOOD DR	7,500.00
GARGANO MARK & KAYLA	03-55-240-034-00	235 CHERRYWOOD DR	7,500.00
SUTHERLAND GARY ET AL	03-55-240-035-00	200 CHERRYWOOD DR	7,500.00
MALAMAS GEORGE & ELLEN	03-55-240-036-00	728 THOMAS ST	7,500.00
MILLER PAULA	03-55-240-037-00	720 THOMAS ST	7,500.00
WARNER LINDSEY & BRADLEY	03-55-240-044-00	711 GLENVIEW DR	7,500.00
BOWERS JAMES & SUZAN	03-55-240-045-00	727 GLENVIEW DR	7,500.00
CURTISS MERLA TRUST	03-55-240-046-00	729 GLENVIEW DR	7,500.00
MARLETT PAUL & PAMELA	03-55-240-047-00	230 CHERRYWOOD DR	7,500.00
STRIPLING CARLOUS & FALISHA	03-55-240-049-00	216 CHERRYWOOD DR	7,500.00
SUTTON MATTHEW	03-55-240-050-00	208 CHERRYWOOD DR	7,500.00
PITCHER DANIEL & ROBERTA	03-55-240-051-00	730 GLENVIEW DR	7,500.00
GROENEVELD KIMBERLY	03-55-240-052-00	720 GLENVIEW DR	7,500.00
FOWLER BONNIE	03-55-240-053-00	710 GLENVIEW DR	7,500.00
CITY OF PLAINWELL	03-55-240-055-10	740 GLENVIEW DR	7,500.00
WATERMAN VERNE & PAMELA	03-55-250-056-00	765 GLENVIEW DR	7,500.00
BALL SAMANTHA & NATHANIAL	03-55-250-057-00	773 GLENVIEW DR	7,500.00
BURD DENNIS & LINDA TRUST	03-55-250-058-00	224 RUSSET DR	7,500.00
MUSZYNSKI NANCY TRUST	03-55-250-059-00	218 RUSSET DR	7,500.00
JACKSON ALPHONZA	03-55-250-060-00	801 GLENVIEW DR	7,500.00
HANSEN LISA	03-55-250-061-00	805 GLENVIEW DR	7,500.00
VANDERMOLLEN BARB & SCOTT	03-55-250-062-00	811 GLENVIEW DR	7,500.00
PODORIS ALICIA	03-55-250-063-00	823 GLENVIEW DR	7,500.00
PAGAN EDUARDO	03-55-250-064-00	827 GLENVIEW DR	7,500.00
HARRIS GARRETT & NAKITAS SYDNE	03-55-250-065-00	830 GLENVIEW DR	7,500.00

CITY OF PLAINWELL  
SPECIAL ASSESSMENT ROLL FOR SPECIAL ASSESSMENT DISTRICT 24-01

<b>Owner's Name</b>	<b>Parcel Number</b>	<b>Property Address</b>	<b>Amount Levied</b>
HORN GREGORY	03-55-250-066-00	820 GLENVIEW DR	7,500.00
SALDANA RITA	03-55-250-067-00	814 GLENVIEW DR	7,500.00
TETZLAFF JOHN & CHARLOTTE	03-55-250-069-00	802 GLENVIEW DR	7,500.00
CYR JORDAN & HALEY	03-55-250-070-00	800 GLENVIEW DR	7,500.00
BRENNAN JOSHUS & AVERY	03-55-250-071-00	780 GLENVIEW DR	7,500.00
VAN KAMMEN KYLE	03-55-250-072-00	774 GLENVIEW DR	7,500.00
BROOKS BRENDA & DEREK LIFE EST	03-55-250-073-00	760 GLENVIEW DR	7,500.00
BROWN DANIEL & MOORE ASHLEY	03-55-250-074-00	750 GLENVIEW DR	7,500.00

COST OF ASSESSABLE PUBLIC IMPROVEMENTS PAID BY THE CITY AT LARGE -

**TOTAL APPROVED ASSESSABLE COST OF PUBLIC IMPROVEMENTS      427,500.00**

The City of Plainwell City Assessor certifies that this special assessment roll was made pursuant to a resolution of the City Council dated March 11, 2024, and that in making of this special assessment roll, the City Assessor has, to the best of their ability, conformed in all respects to the directions contained in the resolutions of the City of Plainwell City Council, and to the provisions of the City of Plainwell Code of Ordinances and the laws of the State of Michigan.

\_\_\_\_\_  
Michael Richmond, City Assessor

\_\_\_\_\_  
JoAnn Leonard, City Clerk



## “The Island City”

## MEMORANDUM

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

to: Mayor and City Council  
FROM: Justin Lakamper, City Manager  
DATE: April 22nd, 2024  
SUBJECT: Fleis and Vandenbrink Professional Services Agreement Amendment

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**SUGGESTED MOTION:** I motion to amend the professional services agreement with Fleis and Vandenbrink Engineering, Inc. to include consultation and construction management of the Old Orchard Project for a total cost of \$286,200.

**BACKGROUND INFORMATION:** The Cities engineering firm of record is Fleis and Vandenbrink with whom there is a professional services agreement in place for engineering for the Old Orchard project. This amendment is to cover the cost of their consulting, construction management, and inspections during the construction phase of the project.

**ANALYSIS:** This is an anticipated cost and was part of the construction costs presented to the Council as part of the bonding process. As our engineer of record, and the fact that they have prepared all of the engineering work thus far on the project, they are the only vendor available for use at this stage and therefore no further quotes were required or obtained.

**BUDGET IMPACT:** This was included in the original cost calculations for this project and therefore will not have any additional budgetary impact beyond what has already been accounted for.

**ATTACHMENTS:** Professional Services Agreement Amendment, Scope of Work

AMENDMENT

TO THE

PROFESSIONAL SERVICES AGREEMENT

**FLEIS & VANDENBRINK ENGINEERING, INC.**  
4798 Campus Drive, Kalamazoo, MI 49008  
P (269) 385-0011 F (269) 382-6972

The Professional Services Agreement ("PSA") entered into between Fleis & VandenBrink Engineering, Inc. ("Engineer") and the City of Plainwell, whose address is 211 N. Main Street, Plainwell, MI 49080, ("Owner") dated April 12, 2018, including previous amendments, if applicable, is hereby amended.

**DESCRIPTION OF PROJECT AND SCOPE OF SERVICES:** The description of the Project ("Project") and the scope of services ("Services") provided under the PSA are amended as follows; **Construction Engineering (CE) and Resident Project Representative (RPR) services for the Old Orchard Neighborhood Project, including Russet Drive, Cherrywood Drive, Washington Avenue, Thomas Street, Glenview Circle, and Glenview Drive.**

**AGREEMENT DOCUMENTS:** The following additional obligations are hereby included in the Agreement Documents, and are incorporated herein by reference; **General Consultation PSA dated April 12, 2018, and attached Scope of Services.**

**COMPENSATION OF ENGINEER:** The services to be provided under this Amendment shall be a Lump Sum Fee contract in the amount of **\$286,200**, billed monthly based on the percentage of Work completed.

**TERMS AND CONDITIONS:** The Terms and Conditions of the PSA and amendments to date shall apply to all work performed by Engineer.


**ELECTRONIC/FACSIMILE SIGNATURES.** The signatures on this PSA shall be deemed to be original signatures when transmitted electronically or by facsimile machine or by any other medium. No party shall be required to produce a PSA with an original signature in order to enforce any provision of this PSA.

IN WITNESS WHEREOF, the parties hereto have made and entered into this Amendment to the PSA. To be valid, this Amendment must be signed by an authorized representative of Fleis & VandenBrink Engineering, Inc.


OWNER  
CITY OF PLAINWELL

ENGINEER  
FLEIS & VANDENBRINK ENGINEERING, INC.

By: \_\_\_\_\_  
Justin Lakamper  
Title: City Manager  
Date: \_\_\_\_\_

By:  \_\_\_\_\_  
Jeffrey S. Wingard, PE  
Title: Project Manager  
Date: 3-29-24

By: \_\_\_\_\_  
\_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

 \_\_\_\_\_  
3-28-2024  
By: \_\_\_\_\_  
Craig Shumaker, PE  
Title: Sr. Vice President  
Date: \_\_\_\_\_

# Scope Of Services

## CONSTRUCTION ENGINEERING

### CONSTRUCTION ADMINISTRATION

Services will include office-based general construction administration services, site construction representation, construction engineering support.

F&V shall perform the following tasks for the Old Orchard Neighborhood Sanitary Sewer Extension & Watermain Upgrades

- Submittals – Shop Drawings, Product Data, and Product Samples
  - F&V will provide support to review construction submittals including shop drawings, product cut sheets, and sample submittals for conformance with the information given in Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated by Contract Documents. Submittal requirements are based on the “Issued of Bid” set of Plans & Specifications. It is assumed no more than 2 reviews per submittal will be required. Such reviews and approvals or other actions will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto, and do not relieve the contractor from responsibility for verifying measurements or existing conditions in the field. Contractor’s submittal schedule shall be accepted by F&V in advance. In cases of conflict between Contract Documents and accepted submittal, Contract Documents take precedence unless a change is authorized.
- Requests for Information (RFI) – Clarification of Construction Documents
  - F&V will issue formal clarifications and engineering interpretation of the construction drawings and technical specifications (Construction Documents) to assist the Contractor in understanding the intent of the Construction Documents. Such clarifications and interpretations will be consistent with the intent of, and reasonably inferable from Contract Documents. Contractor shall submit formal Requests for Information (RFI) to the attention of F&V’s construction services manager or designated personnel requesting such clarifications.
- Field Orders
  - In response to Contractor’s request and subject to any limitations in Contract Documents, F&V may issue field orders authorizing minor variations of the Work from the requirements on Construction Documents. Minor variations are defined as such variations that will not alter the design concept or functionality of the Project as a whole system and will not increase construction line-item cost. Additional services beyond the limitations indicated within this scope shall require written authorization.
- Construction Staking
  - F&V will provide construction staking for the designed improvements.
- Project Records
  - F&V, through the Office and Onsite representatives, will provide record keeping of Project Construction Documents and will deliver Project records to the City in electronic format upon completion of the Project unless otherwise noted. F&V will:
    - Maintain record drawings and specifications and will furnish electronic portable document file (PDF) and Graphic Information System (GIS) Shapefile set of record drawings to the City. Contractor shall maintain and provide final and complete as-built conditions to produce record drawings.
    - Coordinate Project close-out and record keeping of important documents.
  - F&V will maintain project records of the following important documents and will transmit updated records at project closeout:
    - Important correspondences such as formal letters, notice of non- performance

- or underperformance, notice of concern, etc.
  - Notes of meetings and conference calls
  - Change orders, work change directives, field orders, modifications, addenda.
  - Documents concerning unforeseen site conditions.
  - General observation, and specific detail observation for major works such as observing major tests procedures.
  - RFIs, clarifications and interpretations of the Construction Documents
  - Shop Drawings
  - Product and sample submittals
  - Documents concerning required permits by regulatory agencies having jurisdiction over the Project.
  - Inspection reports performed by independent inspection agencies or special inspections.
- F&V will compile records of the following Contractor-generated information, and will furnish updated records (when applicable):
  - Construction schedule, work breakdown schedule, progress schedule
  - Procurement schedule of major equipment and material
  - Contractor's daily activities reports and hours of operation on the Project site.
  - Contractor's routine QA/QC and inspection reports
  - On-site and off-site material testing results
  - Equipment inspection and testing reports
  - Extreme weather conditions reports
  - Changed conditions.
  - Material log and chain of custody
  - Contact list of Contractor and its main personnel and subcontractors (when applicable)
  - Contact list of major suppliers of materials and equipment (when applicable)
  - Pre-Construction and Progress Meetings
- F&V will perform engineering site visits to observe the progress of the work. We are budgeting up to ten (10) site visits.
- Up to two F&V staff will attend meetings such as one Pre- Construction Conference, and bi-weekly on-site progress meetings. F&V will:
  - Attend Pre-Construction meeting.
  - Attend on-site coordination meetings on a bi-weekly basis.
- In general, deviations from Contract Documents require City and F&V approval. F&V will:
  - Reasonably assess and evaluate changes required by Contractor, or City, or changes required as result of unforeseen site conditions, and will provide professional opinion after engineering determination.
  - As necessary, and when change order(s) is approved, modify construction documents and drawings.

## PROJECT REPRESENTATION SERVICES

- Resident Project Representative(s) (RPR)
  - F&V shall provide the services of Resident Project Representatives (RPRs) at Project site to provide observation of Contractor's work.
  - F&V will:
    - Provide RPR services according to the following schedule to allow for an acceptable level of construction monitoring and oversight:
      - One full-time (50 hr. weeks) RPR is assumed from April 1, 2024, through September 27, 2024 (26 weeks), monitoring onsite construction.
      - RPRs will conduct on-site general observation to assist F&V and the City in observing if Work generally complies with design intent, Construction Documents, and construction schedule.



- RPRs will generally review adequate number of Contractor's routine testing results to assist the City in determining if Work complies with Construction Documents.
- When observed, RPRs will inform the City of any considerable and visually detectable damage caused by Contractor to the existing property or proposed material during construction or installation work.
- RPRs will inform the City when Contractor's work does not meet the requirements of tests, manufacturer requirements, or approvals required in Contract Documents to the extent possible. RPRs will advise Engineer of work that should be corrected, rejected, or uncovered for observation, or that requires special testing, inspection, or approval. It shall remain Contractor's responsibility to provide work and material in compliance with Contract Documents at all times.
- RPRs will inform the City of any part of work-in-progress that does not comply with Construction Documents or will not produce a completed project in general conformance with Contract Documents or may imperil the integrity of the design concept as a functioning whole as indicated by Contract Documents
  - RPR will provide on-site testing of materials (soils, concrete, HMA) and, if necessary, coordinate off-site testing of materials such as sieve analysis on sand, gravel, extractions on asphalt material and cylinder breaks on concrete.
- The RPR will observe to the extent possible, and will compile and furnish to the City records, reports, and necessary details relative to the test procedures and inspections performed by Contractor.
- The RPR shall not be responsible for coordinating Contractor's quality control, testing and inspection required by Contract Documents
  - Project Completion Coordination
- RPR will assist the City and Contractor's QA/QC team to maintain deficiency punch list and will follow up with Contractor for timely correction of the deficiencies detected during construction.
- After notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with the City and Contractor, F&V will visit the Project to determine if the Work is substantially complete and the deficiencies have been corrected satisfying the requirements of the Construction Documents. F&V will advise prior to the City issuing certificate of Substantial Completion (in parts or the entire Project)

# Water Renewal

Superintendent: Bryan Pond

March 2024



## Significant Department Actions and Results

The grit pump motor failed and was pulled by staff and brought in to be rebuilt.

Staff received electrical arc flash and lock out tag out training.

The City was sampled as part of our discharge permit for Mercury, nothing note worthy was detected.

The annual mercury and annual IPP reports were filed as part of our discharge permit.

## Pending Items (including CIP) FY 23/24

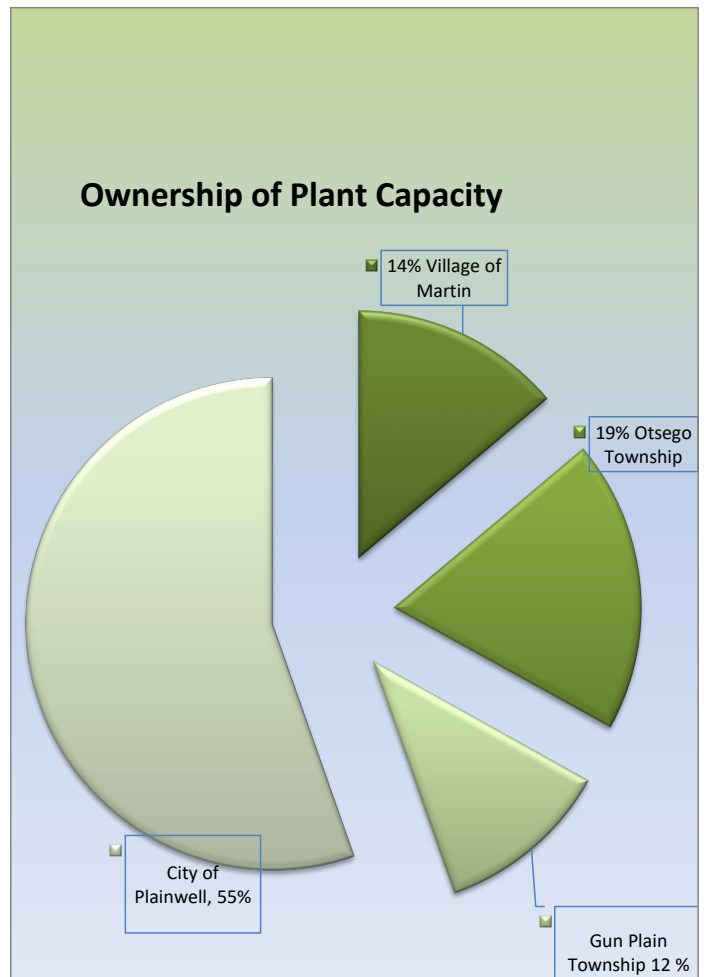
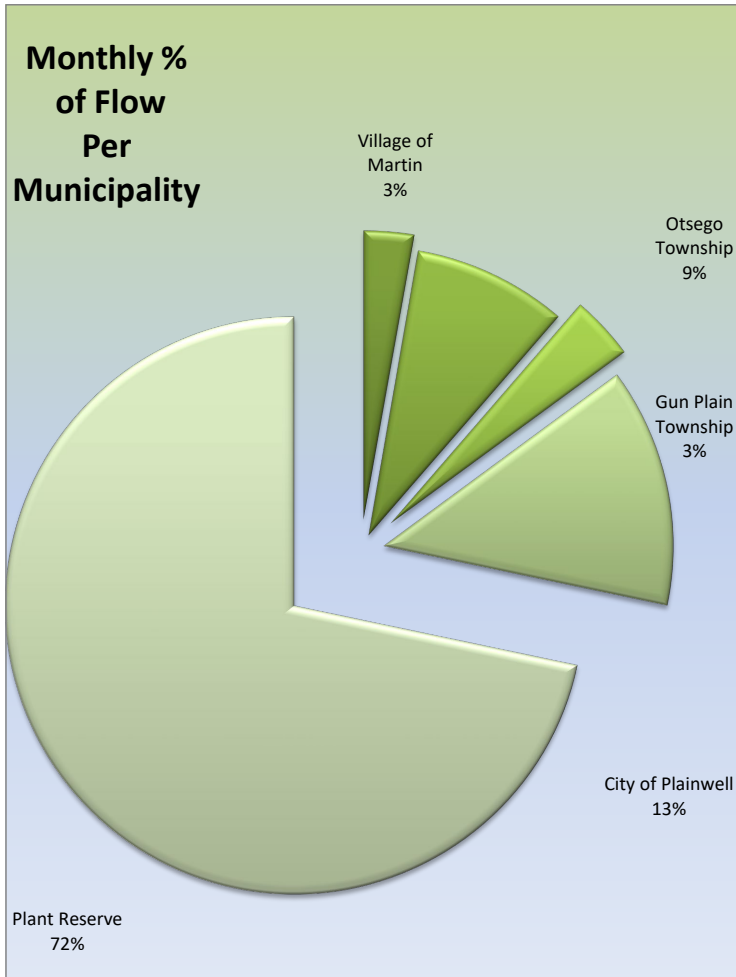
## Expenditure Summary/Issues

	<u>(budgeted)</u>	<u>(completed)</u>
Bio-Bed Replacement	\$55,000	\$28,000
Replace 2003 Meile Labware Washer	\$12,000	\$13,500
Replace three 1980,s roofs		
Boiler Room	\$30,300	
Final Pump Room	\$39,330	
Cushman St	\$40,100	
	<u>\$109,730</u>	<u>\$109,730</u>
	\$176,730	\$151,230

## Monthly Flow Data

Our permitted volume of treatment is 1,300,000 gallons per day. The table and graph below shows the breakdown of average monthly flow from our customer communities, the percent ownership of our customer communities.

	Total Gallons	Permitted Daily Flow Gallons	Reserve	Ownership of Plant Capacity
<b>Village of Martin</b>	721,253			
Gun River MH Park	379,000			
US 131 Motor Sports Park	0			
<b>Total:</b>	<b>1,100,253</b>			
<b>AVG. DAILY:</b>	<b>39,295</b>	<b>180,000</b>	<b>78%</b>	<b>14%</b>
<b>Otsego Township</b>	<b>Total:</b> 3,465,690			
<b>AVG. DAILY:</b>	<b>123,775</b>	<b>250,000</b>	<b>50%</b>	<b>19%</b>
<b>Gun Plain Township</b>	944,000			
Ridderman Gas Station	12,000			
USA Earthworks	1,000			
North Point Church	2,000			
North 10th Street	300,158			
Gores Addition	180,000			
TOTAL	1,439,158			
<b>AVG. DAILY</b>	<b>6,429</b>	<b>150,000</b>	<b>96%</b>	<b>12%</b>
<b>City of Plainwell</b>	<b>Total:</b> 5399748			
<b>AVG. DAILY:</b>	<b>174185.43</b>	<b>720,000</b>	<b>76%</b>	<b>55%</b>
<b>Avg. Daily Plant Flow from entire service district</b>	<b>0.35</b>			





## State Required Reporting Compatible Pollutants

MI State Requirement	City Benchmark	Monthly Avg. Reported/MDEQ
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### Carbonaceous Biochemical oxygen demand (CBOD-5):

25 mg/l	15	14.23
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*This test measures the amount of oxygen consumed by bacteria during the decomposition of organic materials. Organic materials from wastewater treatment facility act as a food source for bacteria.*

### TOTAL SUSPENDED SOLIDS (TSS):

30 mg/l	15	12
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*Includes all particles suspended in water which will not pass through a filter. As levels of TSS increase, a water body begins to lose its ability to support a diversity of aquatic life.*

### PHOSPHORUS (P):

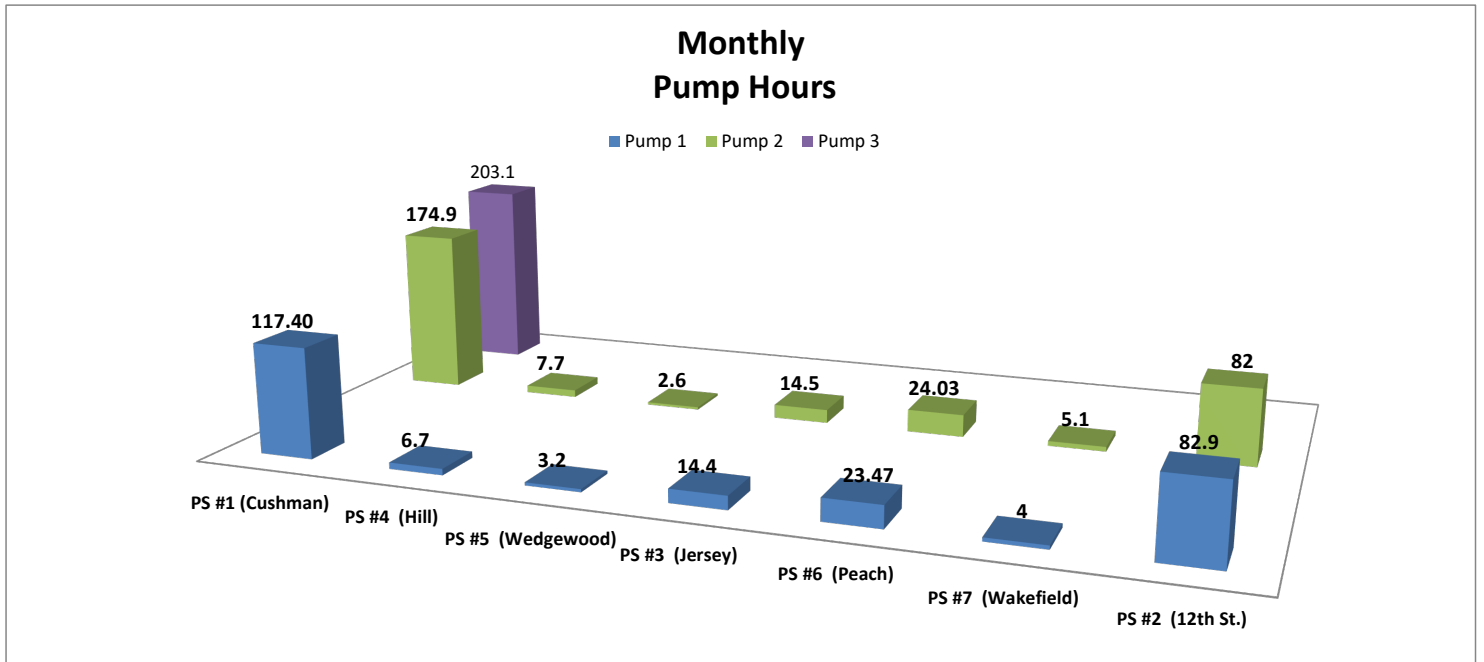
1.0 mg/l	0.45	0.41
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*Controlling phosphorous discharges is a key factor in preventing eutrophication of surface waters. Eutrophication is caused by water enrichment of inorganic plant nutrients. Eutrophication negatively effects water bodies due to increases in algal blooming, causing excessive plant growth which depletes dissolved oxygen in the river which is necessary for aquatic life to survive.*

### Total Coliform (COLI):

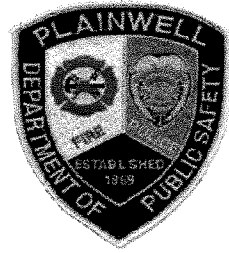
200counts/ml	50	3
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*A group of bacteria found in soil, on vegetation and in large numbers in the intestine of warm-blooded animals, including humans. Water is not a natural medium for coliform organisms and their presence in water is indicative of some type of contamination.*



Pumps convey the waste where gravity sewers cannot, run times are a indicator of how the station is operating and being maintained.

RL



# **PLAINWELL PUBLIC SAFETY**

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Police, Fire and Medical First Responder Services

# **MONTHLY REPORT**

## **March 2024**

**Prepared by Director Kevin Callahan**

# Classification of Crimes Reported

File Class	CRIMES AGAINST PERSON	March	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	1	4
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	4	12
<b>PROPERTY CRIMES</b>			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	0	2
2300	Larceny	4	13
2400	Motor Vehicle Theft	0	0
2500	Forgery/Counterfeiting	0	0
2600	Fraudulent Activities	3	10
2700	Embezzlement	0	0
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	1	1
3500	Violation of Controlled Substances Act	1	2
<b>MORALS/DECENCY CRIMES</b>			
3600	Sex Offenses (Other than Sexual Assault)	0	0
3700	Obscenity	1	1
3800	Family Offenses	0	2
4100	Liquor Violations	0	0
<b>PUBLIC ORDER CRIMES</b>			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	0
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	1	1
5000	Obstructing Justice	0	2
5200	Weapons Offenses	0	1
5300	Public Peace	5	15
5400	Traffic Investigations - Any Criminal Traffic Complaints	2	4
5500	Health and Safety	15	33
5600	Civil Rights	0	0
5700	Invasion of Privacy	0	2
6200	Conservation Law Violation	0	0
7300	Miscellaneous Criminal Offense	0	0
<b>GENERAL NON-CRIMINAL</b>			
9100	Juvenile/Minor/School Complaints	3	9
9200	Civil Custody	2	3
9300	Traffic Non-Criminal ( Reports Only - Does not include Citations Issued)	2	5
9400	False Alarm Activation	3	15
9500	Fires (Other than Arson)	0	2
9700	Accidents, All Other	2	7
9800	Inspections, Unfounded FIRS	0	0
9900	General Assistance (All Except Other Police Agencies)	90	274
9911 & 9912	General Assistance (Other Police Agencies)	77	208
FIRS	Medical First Responder	26	89

# Plainwell Department of Public Safety

## Complaints/Activities for March 2024

### ARRESTS

<b>CUSTODIAL ARRESTS</b>	<b>0</b>	<i>An individual taken into custody for a criminal offense and jailed for that offense.</i>
<b>ARREST COUNTS</b>	<b>2</b>	<i>Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).</i>

### TRAFFIC ENFORCEMENT & CITATIONS

<b>HAZARDOUS CITATIONS</b>	<b>5</b>	<i>Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)</i>
<b>NON-HAZARDOUS CITATIONS</b>	<b>11</b>	<i>Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)</i>
<b>DRUNK DRIVING CITATIONS</b>	<b>1</b>	<i>This is an activity that we specifically monitor that would normally be considered a hazardous citation.</i>
<b>PARKING CITATIONS</b>	<b>25</b>	<i>Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.</i>
<b>VERBAL WARNINGS</b>	<b>19</b>	<i>Traffic enforcement where no citation was issued but warnings were given.</i>
<b>TOTAL TRAFFIC CITATIONS/WARNINGS</b>	<b>61</b>	

### COMPLAINTS

<b>ORIGINAL DISPATCH COMPLAINTS</b>	<b>25</b>	<i>Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.</i>
<b>PATROL INITIATED COMPLAINTS</b>	<b>218</b>	<i>Complaints observed by the officer while on patrol or came to their attention by personal observation.</i>
<b>TOTAL COMPLAINTS</b>	<b>243</b>	

### OTHER ACTIVITIES

<b>MOTORISTS ASSISTS</b>	<b>3</b>	<i>Motorist contacts caused by mechanical breakdown or similar problem.</i>
<b>PROPERTY INSPECTIONS</b>	<b>0</b>	<i>Checks of homes or business specifically requested by a home or business owner.</i>
<b>MOTOR VEHICLE ACCIDENTS</b>	<b>7</b>	<i>Total motor vehicle accidents both on public roads or private property.</i>
<b>COMMERCIAL BUILDING SECURITY CHECK</b>	<b>2,449</b>	<i>Nightly security inspections of business' conducted by officers to assure windows and doors are locked.</i>
<b>FOUND UNSECURED</b>	<b>0</b>	<i>The number of business' found unlocked or unsecured.</i>



# Plainwell Department of Public Safety

## Scheduled Hours By Activity for March 2024

*The categories listed below are based on law enforcement related activities and the hours that scheduled road patrol personnel spend in the 4 major areas.*

Total Hours  
1,032

Percentage of Total Hours

### TOTAL ROAD PATROL HOURS SCHEDULED FOR THE MONTH

*The Hours officers are scheduled for road patrol or other uniformed functions. These are fixed shifts which generally carry assigned duties.*

*Totals of all the below mentioned areas.*

### HOURS SPENT INVESTIGATING OR HANDLING CRIMINAL COMPLAINTS

*The Hours Scheduled for criminal investigations of complaints that are in violation of a criminal law that an individual could be arrested and jailed for.*

*Examples include: Burglaries, Robberies, Drunk Driving, All Sex Offenses, Alcohol Offenses, Larcenies, Etc.*

### HOURS SPENT INVESTIGATING OR HANDLING NON-CRIMINAL COMPLAINTS

*The Hours Scheduled for Calls for Service or Complaints that require investigation but are not criminal in nature.*

*Examples include: Auto Accidents, Accidental Fires, Traffic Citations, Property Inspections, Etc.*

### HOURS SPENT ON SUPPORT OR PERIPHERAL ACTIVITIES

*The Hours Scheduled for required duties however are not criminal or non-criminal in nature and are supporting functions.*

*Examples include: Report Writing, Court, Directed Patrol, Foot Patrol, On Duty Training, Transport of Paperwork to the Court, Evidence to the Crime Lab, Etc.*

### TOTAL UNOBLIGATED PATROL HOURS

*The Hours of Scheduled Road Patrol left over that officers are not assigned to an activity or working on a complaint.*

*Examples include: General Preventive Patrol, Building Security Checks, Etc.  
Note: This also includes any break time the officers take during their shift.*

### TOTAL HOURS OBLIGATED TO DUTIES, COMPLAINTS, INVESTIGATIONS, ETC.

*It is recommended by the International Association of Chiefs of Police (IACP) that no more than 65% to 70% of an officers time on duty, be obligated to complaints, investigations, activities or assigned responsibilities. The rationale behind this is to assure that officers are available for emergencies without unreasonable delay and provide for preventive and traffic patrol duties.*

38 3.71%

215 20.86%

320 30.97%

459 44.46%

573 55.54%



## March Reports for Plainwell Department of Public Safety

### **PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION**

The Plainwell Department of Public Safety was dispatched to 77 calls for assistance outside the city limits of Plainwell by Allegan County Central Dispatch.

These calls were classified as priority 1 assists.

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### **Fire Suppression/Call Out Incident Report**

Date	Dispatch Time	Arrival Time	Location	Incident Type	Actions taken	Apparatus	PSO	POC
03/01/2024	12:43	12:43	684 Starr Rd	Special Event	Assistance, Control Traffic	C6, E17, T63	1	2
03/03/2024	08:39	08:54	515 S Hammond St	Building Fire	Extinguish, Provide Manpower	C5, C6, E17, T63	3	6
03/03/2024	12:08	12:15	2089 Fairlane Ct	Garbage Fire	Extinguish, Provide Manpower	E17	1	4
03/10/2024	07:30	07:49	N/B US131	Vehicle Accident	Control Traffic	E11, E17	1	5
03/14/2024	03:40	03:58	S/B US131	Assist EMS	Lift Assist	C5, S62	3	4
03/14/2024	18:16	18:20	122 Second Ave	Vehicle Accident	Assist EMS, Provide Manpower, Control Traffic	C5, E11	2	2
03/18/2024	06:10	06:20	US131 50 mm	Vehicle Accident	Control Traffic	C6, E11, S62	2	3

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### **Calls for Service at Plainwell Schools**

Plainwell High School: 5  
684 Starr Road

Gilkey School: 1  
707 S. Woodhams Street

Plainwell Middle School: 5  
720 Brigham Street

Starr Elementary: 1  
601 School Drive

Early Childhood Development: 0  
307 E. Plainwell Street

Renaissance School: 0  
798 E. Bridge Street

Admin, Maintenance & Bus Garage: 0  
600 School Drive

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## **Ordinance Report**

There was a total of eight new ordinance violations in March. The ordinance violations were for a burning complaint, a blocked sidewalk, two animal complaints, two fence violations, and two litter/debris violations. Six of these violation cases remain open and two cases have been resolved and closed.

**MINUTES  
CITY OF PLAINWELL  
PARKS & TREES COMMISSION  
April 11, 2024**

1. Matthew Bradley called the meeting to order at 5:03 PM.
2. Roll Call: Present: Matthew Bradley, Marsha Keeler, Bunny LaDuke, Shirley DeYoung, Cory Redder and Council Member Todd Overhuel. Also Attending: City Manager Justin Lakamper. Absent: Superintendent Bob Nieuwenhuis.
3. Approval of Minutes:

***Shirley DeYoung moved to accept and place on file the minutes of January 22, 2024. Cory Redder supported the motion. On voice vote, motion carried unanimously.***

4. Parks:  
Bob was not able to make the meeting.

Sherwood Park Maintenance Report – Shirley DeYoung

Shirley reported that she was at the park yesterday and it looked good. She let the board know that they had added more plants to the Cancer Bed. She did have a concern that near the concrete walls the timber ties are falling away and washing out. They already talked to Bob about this matter.

Pell Park Maintenance Report – Marsha Keeler

Marsha reported that her and Shirley had been cleaning up and weeding so it looks good.

Hicks Park Maintenance Report – Matthew Bradley

Matthew reported that he had not got a chance to look at the park recently. Shirley said that they weeded some of that park too. She said there were kids playing and the fern bed is coming up.

Cook Park Maintenance Report – Cory Redder

Cory reported that there are a lot of items in the park from the construction in that neighborhood as that area is being used as a staging spot. He noticed that the heavy items are making that walkway crumble even more. The Pickle Ball courts are starting to get used now. He noticed that there is graffiti still on the door.

Kenyon Park Maintenance Report – Bob Nieuwenhuis

Todd reported that he had not been in the park this week but last week it looked great.

Darrow Park Maintenance Report – Bunny LaDuke

Bunny reported that the park looks great.

Riverwalk, Band Shell & CBD Maintenance Report – Cory Redder

Cory reported that the trestle bridge has lots of rotted railroad ties.

5. New Business
  - A. None.
6. Open Business
  - A. Update of Arbor Day. Cheryl let the board know that we have been working with the Library. So far we are meeting at the Library on April 26, at 1:00 to hand out 50 seedlings and the mayor or someone representing the city will read something about Arbor Day.

B. Update on Darrow Park Ramp/Dock. Justin came into the meeting to let the board know that Denise will be applying for a grant for this. The grant application starts the beginning of May. The board had copies of the 2 ideas on what we are looking to put in their agenda packets.

6. Public Comments  
None.

7. Staff Comments  
None.

8. Chairman's Report  
None.

9. Commissioners' Comments  
Bunny mentioned that they are looking for volunteers to get seedlings ready for Arbor Day. Her group will be at the Otsego Township Hall on Thursday April 18<sup>th</sup> from 2pm – 7pm.

10. Items For Next Agenda

11. Next Meeting  
The next meeting will be Thursday, May 16, 2024 at 5 PM.

12. Adjournment

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

There being no further business, the meeting adjourned at 5:49 PM.

Minutes Respectfully Submitted,  
Cheryl Pickett

04/18/2024

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL  
INVOICE ENTRY DATES 04/05/2024 - 04/18/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
000004	PLAINWELL AUTO SUPPLY INC		
	711219	DPW - OIL/FILTER #5	44.02
	711292	DPW - 2.5 DEF #19 DR	12.99
	711302	DPW - CLEANING WIPES SHOP AB	4.99
	711768	DPS - OIL/GREASE GUN/GLASS CLEANER KC	65.26
	711940	DPW - STAINLESS PARTS TRAY AB	9.50
	711941	DPW - SERPENTINE BELT/IDLER PULLEY/WATER PUMP/G,	302.62
	712057	DPW - RADIATOR HOSE 1997 CHEVY 1 TON AB	81.99
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			521.37
000010	RIDDERMAN & SONS OIL CO INC		
	174267	DPW - 297GL 30-#2 DYED DIESEL	934.69
	174268	DPW - 283GL 5-87 REG 10% ETHANOL GASOLINR	796.88
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			1,731.57
000034	VERIZON		
	9959932241	CITY WIDE CELL PHONES 2/24 - 3/23/2024	962.02
TOTAL FOR: VERIZON			962.02
000035	APPLIED INNOVATION		
	2485242	CITY HALL COPIER CHARGES 3/13 - 4/12/2024	271.62
	2486735	DPW/WR COPIER CHARGES 3/16 - 4/15/2024	99.43
TOTAL FOR: APPLIED INNOVATION			371.05
000104	HARDINGS MARKET 380		
	2024.4.8	DPW - CASES OF WATER FOR MAIN BREAK OLD ORCHAR	219.45
TOTAL FOR: HARDINGS MARKET 380			219.45
000164	ETNA SUPPLY CO INC		
	S105602414.001	DPW - SHOP TOILET DR	171.00
	S105619655.001	DPW - MACRO TWO-BOLT WIDE (2) STOCK REPLACE	1,236.00
	S105619693.001	DPW - 1X100 POLY FOR BRIDGE IRRIGATION/MISC PART I	1,457.50
TOTAL FOR: ETNA SUPPLY CO INC			2,864.50
000684	BRONNER'S		
	INV45682	DPW - RED & GREEN LIGHTS FOR WREATHS CP	1,464.57
TOTAL FOR: BRONNER'S			1,464.57
000893	STEVE'S EXCAVATION		

	16582	DPW - 10YD RD GRAVEL/60YD SAND CP	990.00
TOTAL FOR: STEVE'S EXCAVATION			990.00
000897	SHERWIN WILLIAMS		
	1765-9	WR - 15 GLS PAINT FOR BULIDING BP	518.85
TOTAL FOR: SHERWIN WILLIAMS			518.85
000947	WYOMING ASPHALT PAVING INC.		
	2024-007	DPW - ROAD REPAIRS	916.96
TOTAL FOR: WYOMING ASPHALT PAVING INC.			916.96
000991	SAFETY SERVICES INC		
	122879	DPW - ELECTRICAL SAFETY GLOVES RN	150.09
TOTAL FOR: SAFETY SERVICES INC			150.09
001215	FLIER'S		
	140115	WR - LAB WATER TANK EXCHANGE BP	138.22
TOTAL FOR: FLIER'S			138.22
002116	CHARTER COMMUNICATIONS		
	005582801040124	CITY HALL PHONE/INTERNET/TV APRIL 2024	392.54
	005583601040124	DPW/WR INTERNET APRIL 2024	149.98
TOTAL FOR: CHARTER COMMUNICATIONS			542.52
002149	DONNIE'S AUTO REPAIR		
	2024.2.9	DPW - REPLACE MID SHIFT BEARING #20	242.69
TOTAL FOR: DONNIE'S AUTO REPAIR			242.69
002281	HOME DEPOT		
	1010316	DPW - EB NEO SHARP POINT DPW BLDG DR	13.98
	2014153	DPW - LOCK NUT/CARRIAGE BOLT/2X10-8 (4) PARKS AS	91.60
	2110734	DPS - EXTRA LARGE STORAGE BOXES (10) KC	34.80
	6013878	DPW - PINE BOARDS/JUMBO SWITCH PLATE/ROLLER OFI	47.14
	7013868	DPW - QUIKRETE/REBAR/EPOXY STATUE CITY HALL AB	85.26
	9523967	DPW - MISS DIG PAINT OLD ORCHARD WK	29.34
TOTAL FOR: HOME DEPOT			302.12
002371	RENEWED EARTH INC		
	32445	DPW - BROWN MULCH (7) DPW BUILDING RN	280.00
TOTAL FOR: RENEWED EARTH INC			280.00
002402	STEENSMA LAWN & POWER EQUIPMENT		
	1111772	DPW - ULTRA OIL (2 GAL MIX) MOWERS	59.88
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			59.88
002442	HOPKINS PROPANE COMPANY		
	198870	AIRPORT PROPANE 388.3GL	945.37

TOTAL FOR: HOPKINS PROPANE COMPANY			945.37
002524	WOODWORK SPECIALTIES COMPANY		
	2404-897423	DPW - CLEAR POLY PANEL (5) SHOP	277.25
TOTAL FOR: WOODWORK SPECIALTIES COMPANY			277.25
002562	CITY OF ALLEGAN		
	12825	DPW - WATER TESTING JAN - MARCH 2024	600.00
TOTAL FOR: CITY OF ALLEGAN			600.00
002740	STATE OF MICHIGAN		
	551-534801	DPS - SOR FEES MARCH 2024	30.00
TOTAL FOR: STATE OF MICHIGAN			30.00
002787	ESPER ELECTRIC		
	32383	DPW - SHOP ELECTRICAL FIXES	115.00
TOTAL FOR: ESPER ELECTRIC			115.00
002869	PLUMMERS ENVIRONMENTAL SERVICES INC		
	24179792	DPW - TV SEWER LINES MULTIPLE AREAS	2,329.25
TOTAL FOR: PLUMMERS ENVIRONMENTAL SERVICES INC			2,329.25
003067	HELPNET		
	145-4821	EMPLOYEE ASSISTANCE PROGRAM APRIL - JUNE 2024	299.88
TOTAL FOR: HELPNET			299.88
004837	MUNIWEB		
	55448	MARCH 2024 WEB HOSTING/RES SCHEDULING	250.00
TOTAL FOR: MUNIWEB			250.00
004855	PLAINWELL ACE HARDWARE		
	16271	DPW - WOOD SCREW/BIT HOLDER/BIT MAINT SUPPLIES	20.17
	16338	DPW - MISC FASTENERS/HITCH PIN & CLIP/DRILL BIT 5/8)	56.26
	16346	DPW - SUMP PUMP FOR SALT BARN AB	119.99
	16347	DPW - PVC PIPE/BUSHING/ADAPTER FOR SALT BARN AB	21.17
	16350	DPS - WINDSHIELD WASHER (2) DM	8.98
	16352	DPW - DUAL THREAD AERATOR WATER TOWER WK	5.99
	16357	DPW - O RING KENYON PARK WK	0.79
	16358	DPW - QUIKRETE (4) SHOP JF	26.36
	16361	DPW - PREEN WEED PREVENTION DR	37.98
	16364	DPW - TORCH KIT HIGH HEAT #5 AB	59.99
	16392	DPW - MARKING PAINT AB	9.99
	16406	WR - CLEANING SUPPLIES BP	92.09
	16408	DPS - 2" BLK NUMBERS AIR BOTTLE LABELS KC	65.89
	16409	DPW - WIRE STRIPPER MULTI TOOL #5	19.99
	16412	DPW - THREADED ROD/MISC FASTENERS #5 AB	13.99
	16428	DPW - HEADLAMP SHOP AB	49.99



16444		DPW - DRILL BIT/RIVET/MARKER N MAIN BRIDGE IRRIGA	20.56
16448		DPW - MISC FASTENERS/THREADLOCK SHERWOOD BATH	9.02
16450		DPW POLY ELBOWS/ADAPTERS/TEES N MAIN AB	26.47
16451		DPW - ELBOWS/TEES/ADAPTERS N MAIN BRIDGE IRRIGAT	37.62
16455		DPW - STRAP/RIVET/DRILL BIT N MAIN BRIDGE IRRIGATIC	19.57
16457		DPW - LYSOL SPRAY OFFICE CP	26.97
16458		DPW - PVC BUSHING (10) N MAIN IRRIGATION AB	17.90
16459		DPW - GATE HOOK/MISC FASTENERS/BIT SUN LOT CORR/	20.86
16465		DPW - PAINT BRUSH (5) CORRAL SUN LOT AB	10.75
16466		DPW - SPRAY PAINT (5) N MAIN BRIDGE AB	34.95
16468		DPW - PVC BUSHING (15) N MAIN IRRIGATION JF	26.85
16469		DPW - TUBE CUTTER/END CUTTING PLIER #6 WK	34.98
16471		DPW - ELBOWS/PVC PIPE/ADAPTERS/BUSHINGS/INSERTS	36.45
16478		WR - PAINTING SUPPLIES KB	28.36
TOTAL FOR: PLAINWELL ACE HARDWARE			960.93
004858	FERGUSON WATERWORKS		
	0197215	DPW - BLUE FLAGS/6 MISC DISTRIBUTION PARTS FOR STC	67.62
TOTAL FOR: FERGUSON WATERWORKS			67.62
004886	REPUBLIC SERVICES		
	0249-008177372	APRIL 2024 CITY WIDE RECYCLING	4,669.49
TOTAL FOR: REPUBLIC SERVICES			4,669.49
005012	UNITED BANK		
	2024.04.10	ACH FEE - PAYROLL DIRECT DEPOSIT	7.00
	2024.4.12	APRIL 2024 UTILITY ACH PAYMENTS	7.00
TOTAL FOR: UNITED BANK			14.00
005015	CHECKALT-KLIK		
	215274	ELOCKBOX FEES MARCH 2024	145.95
TOTAL FOR: CHECKALT-KLIK			145.95
005047	STAPLES, INC.		
	6000618976	DPW - STAPLES/TP/C FOLD TOWELS/LYSOL/STAPLER CP	188.46
	6000849232	DPS - KLEENEX/PAPER/FLOOR CLEANER OL	104.05
TOTAL FOR: STAPLES, INC.			292.51
005124	HEALTHEQUITY INC		
	4CI5JGT	APRIL 2024 MONTHLY FEES FLEX SPENDING ACCOUNT - A	10.50
TOTAL FOR: HEALTHEQUITY INC			10.50
005125	8X8 INC		
	4350131	CITY WIDE PHONES MARCH 2024	628.34
TOTAL FOR: 8X8 INC			628.34
005171	FLYERS ENERGY LLC		

CFS-3815506	DPS - FULE FOR POLICE VEHICLES 4/15/2024	672.22
TOTAL FOR: FLYERS ENERGY LLC		<u>672.22</u>

005188	NEXT LEVEL ARMAMENT	
	6338	DPS - PATROL RIFLES KC
		10,790.00
TOTAL FOR: NEXT LEVEL ARMAMENT		<u>10,790.00</u>

999999	HUNTINGTON NATIONAL BANK	
	63589	ADMIN - OLD ORCHARD BOND COSTS 4/2024 - 3/31/2024
		500.00
TOTAL FOR: HUNTINGTON NATIONAL BANK		<u>500.00</u>

TOTAL - ALL VENDORS		35,874.17
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**INVOICE AUTHORIZATION**

**Person Compiling Report**

**Brian Kelley, Finance Director/Treasurer**

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

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

Insert Signature:

Insert Signature:

Roxanne  
Branch

Digitally signed by  
Roxanne Branch  
Date: 2024.04.18  
11:30:27 -04'00'

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

**Kevin Callahan, Public Safety Director**

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

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

Insert Signature:

Insert Signature:

Kevin A  
Callahan

Digitally signed by Kevin  
A Callahan  
Date: 2024.04.19  
09:47:22 -04'00'

**Bob Nieuwenhuis, Public Works Supt.**

**Justin Lakemper, City Manager**

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

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

Insert Signature:

Insert Signature:

Robert  
Nieuwenhuis

Digitally signed by Robert  
Nieuwenhuis  
Date: 2024.04.18  
12:31:45 -04'00'

## Reports & Communications:

### A. DPS – Purchase of two sets of Firefighter Gear

Fire bunker pants and coats are specialized gear that degrades over time. The National Fire Protection Association dictates that firefighting gear be replaced 10 years after its manufacture date. Gear is replaced in rotation, and is a budgeted item. This year, 2 sets of gear need to be purchased to comply with NFPA requirements. West Shore Fire is a preferred vendor carrying Fire-Dex brand, the brand currently in use by Plainwell Public Safety.

**Recommended action:** Consider approving the purchase of two sets of firefighter gear from West Shore Fire for \$8025.15.

### B. Resolution 2024-11 (Resolution No. 4) – Special Assessment District 24-01 - Acknowledging the filing and presentation of a Special Assessment Roll to the City Council; a determination to hold a Public Hearing on the Special Assessment Roll; and all matters related.

Council adopted Resolution 2024-06 (Resolution No. 1) on January 22, 2024 creating Special Assessment District 24-01, which allowed affected parcels to be identified and costs for improvements to be estimated. Council adopted Resolution 2024-07 (Resolution No. 2), on February 12, 2024, declaring an intent to make public improvements, tentatively declaring the necessity of public improvement, tentatively designating a special assessment district, tentatively approving the costs of making the improvements, tentatively declaring the portion of the costs to be defrayed by the special assessment district and setting a Public Hearing for March 11, 2024. On March 11, 2024, following the Public Hearing, Council adopted Resolution 2024-09 (Resolution No.3), a determination to proceed with and make the public improvements; a determination of the necessity of the public improvements; approval of the plans and estimate of costs; determination to defray the costs by Special Assessment; final determination of the Special Assessment District and method of apportionment; and directive to the City Clerk to prepare the Special Assessment Roll. Resolution 2024-11 (Resolution No. 4) acknowledges the Special Assessment Roll as presented to Council, and sets a Public Hearing for community discussion on May 13, 2024.

**Recommended action:** Consider approving Resolution 2024-11 (Resolution No. 4) for the Old Orchard Special Assessment District 24-01, acknowledging the filing and presentation of the Special Assessment Roll and setting a public hearing for May 13, 2024.

### C. Fleis and Vandenbrink Professional Services Agreement Amendment

Plainwell's engineering firm of record is Fleis and Vandenbrink with whom there is a professional services agreement in place for engineering for the Old Orchard project. This amendment is to cover the cost of their consulting, construction management, and inspections during the construction phase of the project.

**Recommended action:** Consider amending the professional services agreement with Fleis and Vandenbrink Engineering, Inc. to include consultation and construction management of the Old Orchard Project for a total cost of \$286,200.00.

#### Reminder of Upcoming Meetings

- May 01, 2024 – Plainwell Planning – 6:30pm
- May 13, 2024 – Plainwell City Council – 7:00pm
- May 14, 2024 – Plainwell DDA/BRA/TIFA – 7:30am
- May 16, 2024 – Plainwell Parks & Trees – 5:00pm
- May 15, 2024 – Plainwell Planning – 6:30pm

#### Non-Agenda Items / Materials Transmitted

- None