

# 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

**Planning Commission  
City Hall Council Chambers  
November 16, 2022  
7:00 Pm**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes: 10/05/2022 Planning Meeting
5. Chairman’s Report
6. Public Comment
7. New Business: Site Plan Review 610 & 640 Jersey Street Condos
  - a. Review site plans for approval
8. Old Business:
  - a. Review Ordinance for C2 Height requirement
9. Reports and Communications:
  - a. Council minutes: 9/12 & 26; 10/10/22
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, October 5, 2022**

1. Call to Order at 6:30 pm by Colingsworth
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Rachel Colingsworth, Lori Steele, Stephen Bennett, Gary Sausaman  
Excused: Jim Higgs, Jay Lawson
4. Approval of Minutes – 09/07/2022  
**motion to approve minutes was made by Bennet and seconded Sausaman. All in favor to approve minutes and place them on file.**
5. Chairperson’s Report: - None
6. Public Comments- None
7. New Business: Master Plan Workshop #2
  - a. Workshop #2 – Review the Future Land Use map and descriptions and strategies; Sub Area Plans (M-89 Plan, Downtown Plan, Redevelopment plan) reviewed and made changes to update/modify conditions of City; Reviewed the Zoning analysis and made sure it has been working when rezoning requests.
  - b. Discuss an ordinance change to C2 re: special use permits for Hotels to build up 40ft. Williams and Works will work on the language for Planning to move forward on this ordinance amendment.
9. Old Business – Sidewalk Signs Ordinance updates – Need to host a public hearing for Planning to accept changes and move forward to City Council for final review.
10. Reports and Communications: 08/22/2022 were reviewed and placed on file.
11. Public Comments – None
12. Staff Comments: - Update on businesses
13. Commissioner Comments:  
Bennett – inquired about the Clark Gas Station  
Sausaman- Pumpkins in the Park event, Oct. 15 11 -3 pm
14. Adjournment: Colingsworth adjourned the meeting at 7:50 p.m.

Minutes submitted by Denise Siegel, Community Development Manager



"The Island City"

# City of Plainwell Zoning Permit Application

Fee: \$5.00 - Additional review fees may be imposed

PAID

SEP 29 2022

Treasury Office

Plainwell City Hall  
211 N. Main Street  
Plainwell, MI 49080  
Phone: 269-685-6821  
Fax: 269-685-7282  
www.plainwell.org

Permit #: 22-31

*Handwritten initials/signature*

Date of Application: \_\_\_\_\_

| Homeowner information:                | Contractor Information:             |
|---------------------------------------|-------------------------------------|
| Name: <u>David E Moran</u>            | Company: <u>D.K. Ventures LLC.</u>  |
| Address: <u>12012 Southgate Dr.</u>   | Company Address: <u>Same as H.O</u> |
| Parcel #: <u>610 Jersey St.</u>       | Contact name: _____                 |
| Phone #: <u>(810) 334-3871</u>        | Phone #: _____                      |
| Email: <u>dauidemoran57@yahoo.com</u> |                                     |

### Project Information:

Work to be done (please check all that apply):

- New Building Construction
- Building Demolition
- Existing Building Addition or Alteration
- Other (please describe): H.O
- Moving a Building
- Fence (please submit a drawing of plans)
- Sign

Address of Project: 610 Jersey St Zoning district: R-2

General description of project: 3 Fourplex buildings

Total Cost of Project: \_\_\_\_\_

Will the work in this application change the USE of this property?  Yes  No

After the project is complete, the setbacks established will be (if applicable):

Front: 25 feet Back: 35 feet Side: 30 feet Side: 30 feet

Does this project involve a:  Non-conforming use  Non-conforming structure  N/A

Is this a home occupation?  Yes  No If so, what kind? \_\_\_\_\_

Any type of special equipment use? \_\_\_\_\_  Electrical  Plumbing

Will this project result in an increase in off-street parking?  Yes  No

I understand that before the issuance of a building permit, I must have an approved Zoning Permit Application. Additionally, the UNDERSIGNED affirms that he/she/they is (are) the owner of subject property authorized to represent the interests of all property owners involved in this application and that the answers and statements herein contained and all maps, plans, and other information herewith submitted and attached are in all respects true to the best of his/her/their knowledge and belief. Additionally, the UNDERSIGNED acknowledges they have received or have been made available all applicable Ordinances relevant to said project, and further, will comply with said Ordinances.

Signature of Applicant: David E. Moran

Date: 9/29/22

### Administrative Use Only:

Is this project consistent with the Master Plan?  Yes  No Application:  Approved  Denied

Signature of Zoning Administrator: Nerise Siegel Date: 11/08/22

Remarks: \_\_\_\_\_



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## SITE PLAN REVIEW

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

Permit #: \_\_\_\_\_

Project Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Site Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Email: \_\_\_\_\_

| Item |  | SHOWN                    | NO or N/A                |
|------|--|--------------------------|--------------------------|
| 1    | Provide name, address and phone number of applicant.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2    | Provide name, address, phone number and sealed with signatures of Michigan licensed architect, engineer, designer, landscape architect or planner who prepared the plan. Plan should be stamped "Preliminary" or titled "Preliminary Site Plan."   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3    | Has the <b>Zoning Permit</b> has been completed?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4    | Include the north arrow, legend, graphic and written scale on all sheets.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5    | Include the land description.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6    | Include the zoning of the site and adjacent parcels.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7    | Include the gross land area.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8    | Include scale.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9    | Include:<br>Structure location(s)<br>Dimensions of lot and property lines<br>Location of all structures on subject and abutting properties<br>Location of each proposed structure, w/use(s), w/number of stories, gross building area<br>Distances between structures and lot lines, setback lines | <input type="checkbox"/> | <input type="checkbox"/> |
| 10   | Include occupancy type and fire exits.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 11   | <b>Parking and Paving</b><br>Proper number of parking spots/handicap? _____<br>Location of loading docks/zone? _____<br>Adequate loading space? _____<br>Asphalt or gravel requirement met? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 12   | <b>Landscaping</b><br>Location and volume meet requirement for zoning district   | <input type="checkbox"/> | <input type="checkbox"/> |
| 13   | <b>Lighting</b><br>Exterior lighting kept substantially on property?   | <input type="checkbox"/> | <input type="checkbox"/> |

| Item |  | SHOWN                    | NO or N/A                |
|------|--|--------------------------|--------------------------|
| 14   | <b>Traffic Flow (vehicular and pedestrian)</b><br>Driveway permit needed? _____<br>Does traffic circulation provide safe vehicular and pedestrian flow? _____<br>Public safety vehicle access? _____<br>Fire lanes needed? _____                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 15   | <b>Storm Water Retention</b><br>Location of proposed storm collection area shown?<br>Is it an adequate size?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 16   | <b>Dumpster</b><br>Location and screening met for zoning district  | <input type="checkbox"/> | <input type="checkbox"/> |
| 17   | <b>Water and Sewer Lines (hookups)</b><br>Will permits be needed? _____<br>Size and location of water connections/meter(s)? _____<br>Is a backflow preventer required? _____<br>Size and location of sewer connections? _____<br>Hydrant location? _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 18   | Noise, Odor, Particulate, Vibration, Combustible or Hazardous Material Concerns  | <input type="checkbox"/> | <input type="checkbox"/> |
| 19   | <b>Signage Plan</b><br>Describe plan and show signage plan.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 20   | <b>Outside Storage</b><br>Will outside storage be required? _____<br>Proper screen age and distances met? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 21   | Is Minimum/Maximum Lot Width Requirement Met?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 22   | Is Minimum/Maximum Lot Area Requirement Met?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 23   | Is Minimum/Maximum Height Requirement Met?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 24   | Are the Setback Requirements met for the zoning district?<br>Front: _____<br>Back: _____<br>Side: _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 25   | <b>Is this a phase Construction?</b><br>Description of each phase.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 26   | <b>Fire Suppression Considerations (if applicable):</b><br>Is sprinkler needed or recommended? _____<br>Fire Pump needed (3 stories or more)? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 27   | Is this project in a wellhead Protection/Flood Hazard District? _____  | <input type="checkbox"/> | <input type="checkbox"/> |
| 28   | Include a brief description of the project.  | <input type="checkbox"/> | <input type="checkbox"/> |

| Site Plan Reviewed By:        |           |      |
|-------------------------------|-----------|------|
| Title                         | Signature | Date |
| Community Development Manager |           |      |
| Public Works Superintendent   |           |      |
| Director of Public Safety     |           |      |
| Waste Water Superintendent    |           |      |
| City Manager                  |           |      |

Approval Date: \_\_\_\_\_ Planning Commission

Approval Date: \_\_\_\_\_ City Council

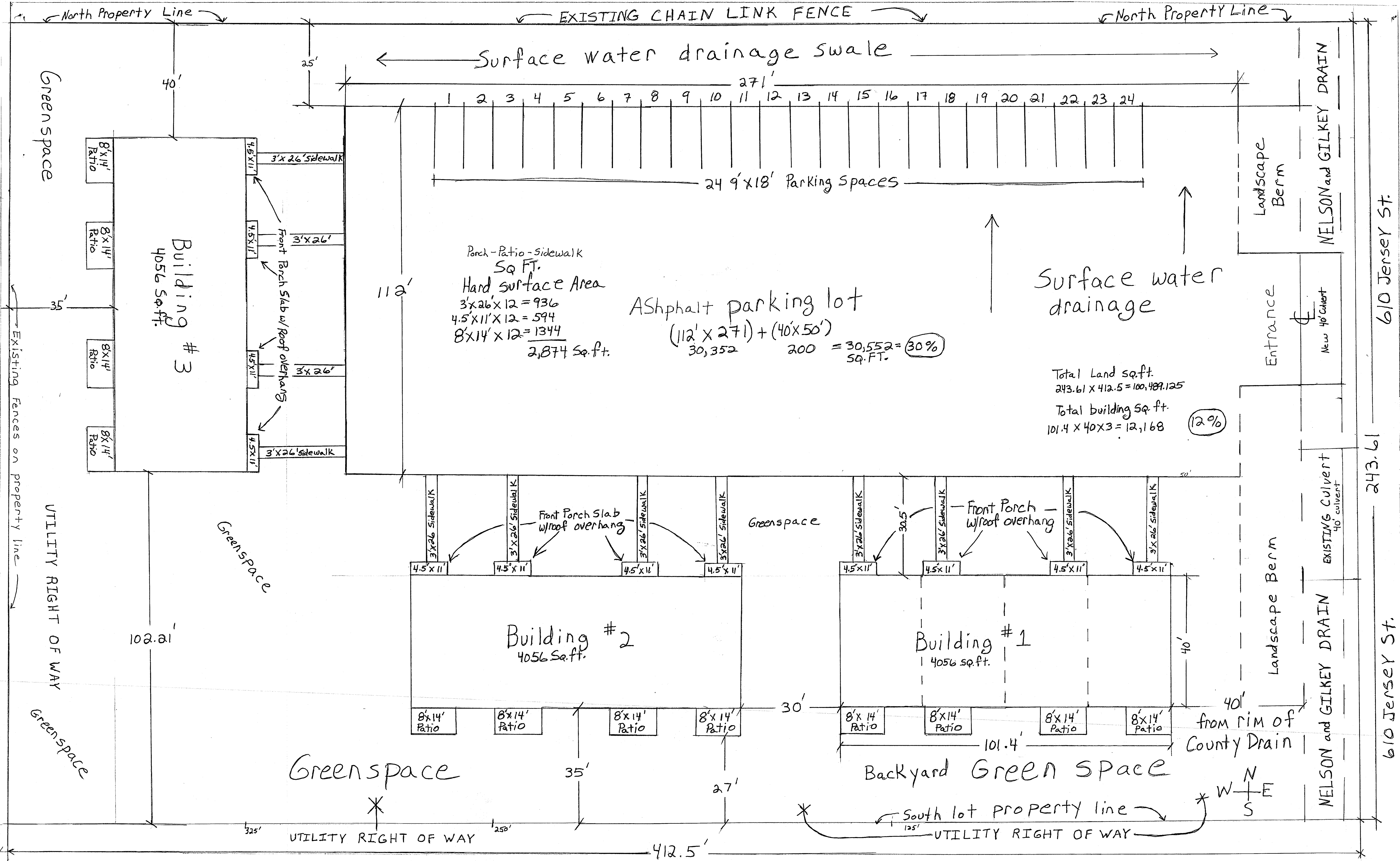
- 1. Minutes sent to applicant
- 2. Conditions of approval
  - A. Soil Erosion and Sedimentation Control Permit required from Allegan County Water Resources Commissioner
  - B. Take care of any Fire Department Concerns
  - C. Provide a CAD compatible plan
- 3. Sign Plan Signed by City and Applicant
- 4. Sealed Site Plans sent to PCI: Date \_\_\_\_\_
- 5. Site Plan complete: Date \_\_\_\_\_
- 6. Easements Required
- 7. Date to City Commission \_\_\_\_\_











Porch - Patio - Sidewalk  
Sq. FT.  
Hard surface Area  
 $3' \times 26' \times 12 = 936$   
 $4.5' \times 11' \times 12 = 594$   
 $8' \times 14' \times 12 = 1344$   
2,874 Sq. ft.

Asphalt parking lot  
 $(112' \times 271') + (40' \times 50')$   
 $30,352 \quad 200 = 30,552 = 30\%$   
 SQ. FT.

Surface water drainage

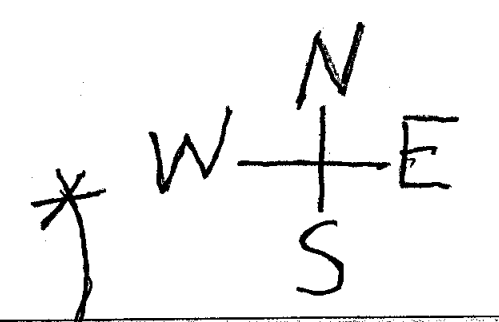
Total Land sq. ft.  
 $243.61 \times 412.5 = 100,489.125$

Total building sq. ft.  
 $101.4 \times 40 \times 3 = 12,168$  **12%**

Greenspace

Backyard Green Space

Scale 3/32



610 Jersey St.

243.61

610 Jersey St.

**CITY OF PLAINWELL  
ALLEGAN COUNTY, MICHIGAN**

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE TO AMEND CHAPTER 53 “ZONING” OF THE CITY OF PLAINWELL CODE OF ORDINANCES; TO AMEND SECTION 53-88 “AREA, HEIGHT, BULK AND PLACEMENT REQUIREMENTS”; TO AMEND SUBSECTION L OF SECTION 53-89; AND TO REPEAL ALL ORDINANCES IN CONFLICT THEREWITH.

CITY OF PLAINWELL, ALLEGAN COUNTY, MICHIGAN, ORDAINS:

**Section 1. Amendment of Sec. 53-88.** The “Area, Height, Bulk and Placement Requirements” table of Chapter 53, “Zoning” of the City of Plainwell Code of Ordinances is amended such that the row related to the C-2 zoning district is amended to read in its entirety as follows:

| Zoning District | Minimum Lot Width (in feet) | Minimum Lot Area (in square feet) | Maximum Lot Coverage (Percent) | Maximum Building Height |               | Minimum Requirements |         |            |      | Minimum Floor Area Per Dwelling Unit (In square feet) |
|-----------------|-----------------------------|-----------------------------------|--------------------------------|-------------------------|---------------|----------------------|---------|------------|------|---|
|                 |                             |                                   |                                | In Stories              | In feet       | Front                | Least 1 | Total of 2 | Rear |   |
| C-2             |                             |                                   |                                | 3 <u>(1)</u>            | 40 <u>(1)</u> |                      | i, j    |            | j, k | l   |

**Section 2. Amendment of Sec. 53-89(L).** Sec. 53-89(L) of Chapter 53, “Zoning” of the City of Plainwell Code of Ordinances is amended to read in its entirety as follows:

- L. Where motels or hotels are permitted in a C-2 District, a minimum of 250 square feet of floor area per unit shall be provided. The requirements of Section 53.88 above notwithstanding, hotels in the C-2 District west of Prince Street are permitted a maximum height of fifty (50) feet or four stories, whichever is less.

**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:

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Brad Keeler, Mayor

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Brian Kelley, Clerk

**MINUTES**  
**Plainwell City Council**  
**September 12, 2022**

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 Fenner of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, and Councilmember Wisnaski. Absent: Keeney.  
**A motion by Steele, seconded by Overhuel, to excuse Councilmember Keeney from the proceedings. On a voice vote, all voted in favor. Motion passed.**
5. Approval of Minutes:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 08/22/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: William Geresy, 543 6<sup>th</sup> St, spoke on a potential model train museum and how it would help the City of Plainwell and proposed a meeting between the model train owner and the City of Plainwell.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report: Mayor Keeler offered to have Allegan County Clerk/Register Bob Genetski present his report under the Mayor's Report.  
Clerk/Register Genetski presented the annual report and provided an update on the Clerk and Register of Deeds offices. He also recognized the City of Plainwell Election Inspectors and thanked them for their work.
10. Recommendations and Reports:
  - A. Clerk Fenger and Finance Director/Treasurer Kelley introduced the Election Inspectors and spoke regarding the work they do each year for the City. They presented certificates to all the inspectors and thanked them for the wonderful job they do.
  - B. Manager Wilson reported that a zoning variance request had been submitted for the proposed Holiday Inn Express located at 371 12<sup>th</sup> St, Parcel A. The zoning ordinance allows for 3 stories but Holiday Inn Express is normally 4 stories. The hearing would be set for October 10 at 7pm.  
**A motion by Steele, seconded by Overhuel, to set a public hearing for 7:00pm on October 10, 2022 to receive comments regarding a zoning variance request for 371 12<sup>th</sup> St Parcel A. On a voice vote, all voted in favor. Motion passed.**

- C. Manager Wilson reported that the proposed policy was part of the requirements for using Community Development Block Grant funding. He noted the policy would affect only the projects using CDBG funding.  
**A motion by Wisnaski, seconded by Steele, to approve the policy regarding residential displacement and relocation. On a roll call vote, all voted in favor. Motion passed.**
- D. Superintendent Pond reported on the need to monitor the process in the anerobic digesters, and explained the need for the emergency purchase due to the length of time it would take to get new parts. These level detectors allow accurate readings, and being unable to accurately read the levels in the digesters would be a safety issue.  
**A motion by Overhuel, seconded by Wisnaski, to confirm an emergency purchase from Oudbier Instrument Co. to install, service and calibrate the level detectors for the anerobic digesters in the amount of \$8,400.00. On a roll call vote, all voted in favor. Motion passed.**
- E. Superintendent Pond reported the current boiler heat exchanger sludge tubes had been installed in 2005 and had buildup accumulate over the years that stopped the heat transfer from working. The company that installed the tubes informed him that there was no way to clean them, and the only way to address the issue was to replace the tubes. He noted that he had saved certain spare parts from the first installation which saved approximately \$700 on the installation cost because those parts could be used now.  
**A motion by Wisnaski, seconded by Steele, to approve a contract with Evoqua for the purchase of 12 new tubes and freight in the amount of \$9,702.36. On a roll call vote, all voted in favor. Motion passed.**
- F. Personnel Manager Lamorandier reported on the changes made to the job descriptions to accurately reflect the staffing changes. With her retirement, duties were being moved to other roles, so the Personnel Manager position was becoming the Personnel Coordinator position, and the Treasurer position was becoming the Finance Director/Treasurer position.  
**A motion by Steele, seconded by Overhuel, to approve the amended job descriptions in the Administration Department. On a voice vote, all voted in favor. Motion passed.**
- G. Clerk Fenger reported that she had worked with Personnel Manager Lamorandier, Finance Director/Treasurer Kelley, and Personnel Coordinator Kersten to create the new employee recognition policy that offered a single day off for each milestone instead of logo-wear pieces for each milestone. Personnel Manager Lamorandier noted that as more departments started wearing logos on their every-day work clothes, offering the logo-wear as an award had less appeal. Clerk Fenger noted that the policy had been brought as a first read, so no action was required at this time.  
Councilmember Steele proposed voting on the policy now since none of the Councilmembers had any changes they wished to make to the policy.  
**A motion by Steele, seconded by Wisnaski, to approve the employee recognition policy as presented. On a voice vote, all voted in favor. Motion passed.**
- H. Clerk Fenger reported that the current office phones were not supported by any vendor and had not been for several years. She reported seeking quotes from 5 vendors, however 2 responded. Moss was the closest vendor, and had offered to reduce their installation fee from \$3,250 to \$1,500. She noted

that this was a 37 month contract, with 1 month free from Moss, and this contract would decrease the monthly bill for the office phones by approximately \$80. Clerk Fenger noted that the contract cost included the monthly bill that the city already budgeted for, as well as the installation and other upfront cost. She also reported that this phone system upgrade would allow departments to transfer calls between buildings which is not currently possible with the existing system.

**A motion by Wisnaski, seconded by Overhuel, to approve a contract with Moss to upgrade the city office phone system to a leased, managed system in the amount of \$25,811.70. On a roll call vote, all voted in favor. Motion passed.**

- I. Finance Director/Treasurer Kelley reported that a budget encumbrance was a housekeeping item that brought purchases budgeted for the previous year but not yet completed into the current budget year. He noted that the spring had been busy, and there were 18 projects that had been budgeted in 2022 and needed to be brought forward to 2023.

**A motion by Steele, seconded by Overhuel, to approve a budget amendment for the 2021/2022 purchases rolled over to the current budget. 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 August 2022 Investment and Fund Balance reports, the August Department of Public Safety report and the draft 8/17/2022 Planning Commission meeting minutes. On a voice vote, all voted 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 \$743,637.36 for payment of same. On a roll call vote, all voted in favor. Motion passed.**

13. Public Comments: William Geresy announced that the Furniture City Tournament will happen this Saturday, September 17, at the Fortress of Solitude and he invited everyone to attend.

14. Staff Comments:

Finance Director/Treasurer Kelley reported that the auditors would be on site next week, and the new part-time accounts payable clerk had started last week.

Personnel Manager Lamorandier reported continued work on cleaning, moving, and training.

Superintendent Pond reported the regional intermunicipal sewer meeting had been held recently, and an issue had been identified with the 12<sup>th</sup> Street lift station. He noted that more information would be coming soon.

Director Callahan reported that the Director's car had been sold through a sealed bid auction, and the winning bid was \$3,126.01. He reported on the radar speed signs and explained that for the most part, the speeds being reported were within acceptable ranges of the posted speed limits.

Clerk Fenger reported working on a new event to try and draw in more election inspectors. She noted the event would be held on September 27 at 6pm and would include a short presentation overview of election

worker duties, a question and answer session, and hands-on time with the election equipment. She encouraged anyone interested in becoming an election inspector to attend and encouraged everyone present to share the information about the event. She thanked the election workers again for their dedication and service.

Manager Wilson reported receiving some interest from 2 parties regarding the William Crispe House and potential uses for it. He asked Councilmembers what direction they wanted to go in with the William Crispe House.

Councilmembers directed Manager Wilson to put the William Crispe House back on the city's web page for more interested parties to view, and directed him to reach out to the two existing interested parties for more information on their proposed projects.

15. Council Comments:

Councilmember Wisnaski thanked the poll workers for their hard work and dedication.

Councilmember Steele thanked the poll workers for doing what they do, and thanked Clerk Fenger and Finance Director/Treasurer Kelley for their work training the poll workers. She also thanked DPW for their work picking up brush throughout the city. She wished a happy birthday to Finance Director/Treasurer Kelley, Personnel Manager Lamorandier and Clerk Fenger.

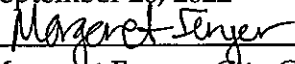
Councilmember Keeler noted that he had not known Personnel Manager Lamorandier's birthday was this month as well as everyone else's, so he wished her a happy birthday as well.

Councilmember Overhuel wished everyone a happy birthday, and thanked the poll workers for their hard work.

16. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:16 PM. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Margaret Fenger  
City Clerk

MINUTES APPROVED BY CITY COUNCIL  
September 26, 2022  
  
\_\_\_\_\_  
Margaret Fenger, City Clerk



**MINUTES**  
**Plainwell City Council**  
**September 26, 2022**

1. Mayor Pro Tem Steele called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by County Commissioner Gale Dugan.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: Mayor Keeler.  
**A motion by Overhuel, seconded by Wisnaski, to excuse Mayor Keeler from the proceedings. On a voice vote, all voted in favor. Motion passed.**
5. Approval of Minutes:  
**A motion by Overhuel, seconded by Wisnaski, to accept and place on file the Council Minutes of the 09/12/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. County Commissioner Report:  
County Commissioner Gale Dugan gave a thorough report about county activities including working a \$40-million budget with a focus on law enforcement. He noted the county minimized the recently approved tax millage increase. He also reviewed the county's consideration of how to allocate funds derived from the Opioid Settlement, which are estimated at \$72,000 annually for 18 years. He also reported work on a 10-year asset management plan. He noted the county having reviewed its investment policy and the frequency of reporting by the County Treasurer. Finally, he invited anyone to attend a public hearing on the county budget October 13.
8. Agenda Amendments: None.
9. Mayor's Report: None.
10. Recommendations and Reports:
  - A. Community Development Manager Siegel reported that included in the DDA capital outlay budget is a sound system for Hicks Park. The system can be used for special events such as Christmas Tree Lighting and Movies in the Park. At its September 13, 2022 meeting the DDA Board considered the bids received for the system and recommends approval of the bid from BC Sound.  
**A motion by Keeney, seconded by Wisnaski, to approve a contract with BC Sound for a sound system in Hicks Park in the amount of \$8,368.97. On a roll call vote, all voted in favor. Motion passed.**
  - B. Superintendent Pond recommends upgrading the pumps at the 12<sup>th</sup> Street Lift Station to a "chopper cutter" style to alleviate extra maintenance calls. The pumps in place frequently clog due to clothing,

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towels and non-flushable wipes. Council was informed that 90% of the cost could be recovered through a maintenance agreement with Otsego Township, which recommends the upgrade. **A motion by Wisnaski, seconded by Overhuel, to approve a contract with JGM Value for the purchase of two (2) new pumps for the 12<sup>th</sup> Street Lift Station in the amount of \$35,698.00. On a roll call vote, all voted in favor. Motion passed.**

C. Superintendent Nieuwenhuis reported several dangerous trees around the city need to be removed for various reasons. Several contractors were requested to provide quotes, but only one firm quoted because the removal of these trees requires crane work and are very intricate removals. **A motion by Keeney, seconded by Wisnaski, to approve the contract with Blankenship Logging to remove city trees in the amount of \$16,600.00. On a roll call vote, all voted in favor. Motion passed.**

D. Finance Director/Treasurer Kelley reported having reviewed the listing of approved depositories for city funds as required by the Investment Policy. The current updated listing includes a name change for one of the city's banks and identifies the specific staff members authorized to sign the bank accounts. **A motion by Wisnaski, seconded by Keeney, to adopt Resolution 2022-17 for the approved depositories and authorized signors of city funds. 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 August 2022 Water Renewal Report, the draft minutes of the 9/13/2022 DDA/BRA/TIFA Meeting and the draft minutes of the 9/15/2022 Parks & Trees Meeting. 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 \$150,612.97 for payment of same. On a roll call vote, all voted in favor. Motion passed.**

13. Public Comments: None.

14. Staff Comments:

Superintendent Nieuwenhuis reported the Walnut Woods Project is complete with new top coat and storm drains. He also gave a report on an accident that took out the wellhouse in Otsego Township causing the city to provide water services through the inter-connect. The city has a plan to provide Otsego Township with water, approximately 130,000 gallons per day until their well house can be repaired. Finally, he reported that the private well at Preferred Plastics failed and the city is providing water to that facility at approximately 50,000 gallons per day. The additional water supplied has had minimal effect on city customers and provides additional revenue to the Water Fund.

Community Development Manager Siegel reporting working on a new EDA grant application for the farm acreage in the Industrial Park. She also noted a successful opening of the Mayor's Joint.

Director Callahan reported a successful Fire Prevention Week providing several activities for local elementary school junior firefighters.

Finance Director/Treasurer Kelley reported that the auditors were on site last week and the process went relatively smoothly. The audit should be wrapped up by the end of November.

Manager Wilson reported having met with the State Licensing Agency which inspected the former Clark Station and identified fuel in the storage tanks underground, which will need to be removed at the city's expense. A BEA will also be needed. The costs will be assessed as a lien against the property. Manager Wilson also praised the DPW staff for their work on the Walnut Woods project.

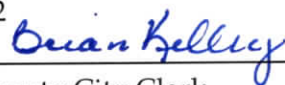
15. Council Comments:

Councilmember Overhuel thanked the DPW for Walnut Woods.

16. Adjournment:

**A motion by Keeney, seconded by Wisnaski, to adjourn the meeting at 8:04 PM. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Brian Kelley  
Finance Director/Treasurer/Deputy City Clerk

MINUTES APPROVED BY CITY COUNCIL  
October 10, 2022  
  
\_\_\_\_\_  
Brian Kelley, Deputy City Clerk

**MINUTES**  
**Plainwell City Council**  
**October 10, 2022**

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. No invocation was given.
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:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 09/26/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. Presentation – *2022 Chris Haas Volunteer of the Year Award*  
Joe Gross, Ransom District Library Director, read his letter nominating Sandy Stamm to receive the award. The Haas family presented Sandy Stamm, library volunteer & Plainwell historian, with the 2022 Chris Haas Volunteer of the Year Award.
8. County Commissioner Report: None.
9. Agenda Amendments: None.
10. Mayor's Report: None.
11. Recommendations and Reports:
  - A. **A motion by Overhuel, seconded by Wisnaski, to open a Public Hearing at 7:09pm to hear comments regarding the zoning variance application for 371 12<sup>th</sup> St Parcel A. On a voice vote, all in favor. Motion passed.**

Community Development Manager Denise Siegel reported on the planned construction for 371 12<sup>th</sup> St Parcel A.

Manager Wilson spoke regarding the issue of a variance approval weakening the existing ordinance, and noted that the city's planner felt the better course of action would be to amend the ordinance.

*No public comment.*

**A motion by Overhuel, seconded by Keeney, to close the Public Hearing at 7:16pm. On a voice vote, all voted in favor. Motion passed.**

**A motion by Steele, seconded by Keeney, to deny the zoning variance application and direct staff to amend the zoning ordinance to accommodate the proposed changes. On a roll call vote, all voted in favor. Motion passed.**

B. Community Development Manager Siegel reported on the rental rehab project for 112 N. Main Street. She noted that while the city is a pass-thru for the grant money, none of the cost associated with the grant is held by the city. The grant funding covers the majority, and the remainder is paid by the property owner. **A motion by Wisnaski, seconded by Keeney, to approve all spending and contracts associated with the rental rehab CDBG grant for 112 N. Main Street. On a roll call vote, all voted in favor. Motion passed.**

C. Superintendent Nieuwenhuis reported on the previous contract for elevator inspection and maintenance, and noted that the previous contract holder, Otis, had canceled the contract. Three companies were contacted and one provided a bid for the inspections and maintenance. Great Lakes Elevator provided the bid, and noted that they needed to inspect the elevators prior to any work being done. Superintendent Nieuwenhuis reported that without completing the inspections and repair work for the freight elevator, the grandfathered status would be lost, and a new elevator would cost around \$200,000. **A motion by Steele, seconded by Keeney, to approve a contract with Great Lakes Elevator in the amount of \$6,500 for the annual and three year inspections and \$650 for quarterly inspections. On a roll call vote, all voted in favor. Motion passed.**

D. Manager Wilson reported on the issues between Melching, Inc and one of the subcontractors, Division 7, and explained the how the situation affected the city. He noted that resolving the issue might include paying the subcontractor for the outstanding invoices in order to ensure the city received the lien waivers and the roof warranty. **A motion by Steele, seconded by Overhuel, to authorize the City Manager to collaborate with the City Attorney to resolve the issues with Division 7 and Melching, Inc related to the roof work, including the final lien waiver and warranty. On a roll call vote, all voted in favor. Motion passed.**

12. Communications:

A. **A motion by Steele, seconded by Overhuel, to accept and place on file the September Investment and Fund Balance reports, and the September DPS Report. 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 \$216,608.13 for payment of same. On a roll call vote, all in favor. Motion passed.**

14. Public Comments: Todd Smits, 140 N. Sherwood Ave, asked when the crosswalk for Sherwood Ave was going to be installed. He also mentioned that the radar speed sign on Sherwood Ave had what looked like glitches happening where it reset itself and did not function correctly.

Superintendent Nieuwenhuis stated that they had the equipment for the crosswalk and were working to get a location set and the equipment installed.

Director Callahan noted that he had been concerned about the radar speed signs, and had attempted to reset them himself without success. He stated that he would get in contact with the manufacturer to resolve the issue.

15. Staff Comments:

Treasurer/Finance Director Kelley reported that he was wrapping up the audit and starting the next budget process.

Superintendent Nieuwenhuis reported that loose leaf pickup had started today.

Personnel Manager Lamorandier reported that the foreman's job had been posted internally, and one candidate had been identified. Superintendent Nieuwenhuis and Personnel Coordinator Kersten planned to review the candidate qualifications this week.

Community Development Manager Siegel invited everyone to attend Personnel Manager Lamorandier's retirement open house being held this Friday from 3-6pm in the Council Chambers, with a party to follow at the Mayor's Joint at 6:30pm. She reported that the scarecrow contest started today with votes coming in via Facebook. She reported that Vanna had been abducted from one of the entries, and Perfect Image's cameras caught the incident. A Vanna had also been abducted from a similar contest in Portage around the same time. She noted that there were a lot of events coming up this weekend, including Pumpkins in the Park, trick or treating, motorcycle trunk or treat, and the Arts & Eats tour, which Barbed Wire Café and Bridge Street Gallery were participating in. She also reported that the rental rehab project for 112 N. Main Street was underway, and the Community Recreation Plan and Master Plan were slated for completion on time, with rough drafts planned for the end of the year.

Director Callahan reported that he had found a great deal on tires for the patrol cars. The State of Michigan removes all the tires from their new patrol cars and replaces them with a different brand they prefer, and sells the factory original tires cheaply. He was able to get 5 sets of brand new tires for the patrol cars for \$500 total, when normally the tires are around \$450 per tire.

Clerk Fenger reported continuing work to prepare for the upcoming November 8, 2022 general election. Just over 500 absent voter ballots have been sent out, with just under 100 returned, and 12 new election workers have been scheduled for training.

Manager Wilson reported that he had some upcoming plans for staff reorganization to discuss with the Council soon. He noted that the plans involved improving operations and his future at the city.

16. Council Comments:

Councilmember Overhuel stated that the staff has been doing a great job. He also noted that "Sandy" is a name that helps Plainwell, since both Sandy Stamm and Personnel Manager Sandy Lamorandier are so dedicated to the city.

Councilmember Steele congratulated Sandy Stamm. On a personal note, she thanked Sandy for being there for her, and pushing her when she needed it.

Councilmember Wisnaski congratulated Sandy Stamm and wished Personnel Manager Lamorandier good luck in the future.

Councilmember Keeney congratulated Personnel Manager Lamorandier, and noted that he was saving his big speech for the party on Friday. He also congratulated Sandy Stamm.

17. Adjournment:

A motion by Steele, seconded by Keeney, to adjourn the meeting at 7:54 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully  
Submitted by,  
Margaret Fenger  
City Clerk

MINUTES APPROVED BY CITY COUNCIL

October 24, 2022

*Margaret Fenger*

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Margaret Fenger, City Clerk