

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

“The Island City”

AGENDA City Council Monday, January 13, 2020 7:00 PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary** – 12/23/2019 Regular and Special Meetings
6. **General Public Comments**
7. **County Commissioner Report**
8. **Agenda Amendments**
9. **Mayor's Report**
10. **Recommendations and Reports:**
 - A. **Resolution 2020-06 – Authorizing a Fee for Absent Voter Listings**
Council will consider adopting a resolution to authorize a \$25.00 fee for generating an absent voter listing.
 - B. **DPS – Fire Turn-Out Gear Purchase**
Council will consider approving a purchase of two (2) sets of fire turn-out gear and two sets of firefighting boots from West Shore Fire Inc. for \$5,972.00.
 - C. **WR – Replacement of Spare Chlorine Pump**
Council will consider approving a purchase from Kerr Pump Inc. for a replacement spare chlorine pump in the amount of \$4,555.00.
 - D. **Contract for Information Technology Services**
Council will consider approving a contract with Clark Technical Services for information technology services and authorize the City Manager to execute the document on behalf of the city.
11. **Communications:** The December 2019 Investment and Fund Balance Reports and the December 5, 2019 Inter-Municipal Sewer Meeting Minutes.
12. **Accounts Payable - \$792,090.53**
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
December 23, 2019

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

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

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

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

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

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

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

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

There were no additional public questions or comments.

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

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
January 13, 2020

Brian Kelley, City Clerk

DRAFT

MINUTES
Plainwell City Council
December 23, 2019

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

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

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

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

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

10. Communications:

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

11. Accounts Payable:

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

12. Public Comments: None.

13. Staff Comments:

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

Superintendent Nieuwenhuis wished everyone a Merry Christmas.

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

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

14. Council Comments:

Council wished everyone a Merry Christmas.

15. Adjournment:

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

Minutes respectfully submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
January 13, 2020

Brian Kelley, City Clerk

DRAFT

SUMMARY
Plainwell City Council
December 23, 2019

1. Mayor Keeler called the regular meeting to order at 7:00 PM in Council Chambers at City Hall.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Keeler, Steele, Overhuel, Keeney and Wisnaski. Absent: None.
4. Approved Minutes/Summary of the 12/09/2019 regular meeting.
5. Confirmed the Mayor's appointment of six (6) citizens to various city boards and commissions.
6. Approved a project through Clark Technical Services for hardware, software and installation of a mail service at a total cost of \$11,660.00, amending the budget accordingly.
7. Approved the annual city-wide flower purchase for 2020 from Zeinstra Greenhouse and Diemers Greenhouse for a total project cost of \$8,574.00.
8. Adopted Resolutions 2020-01 through 2020-05 for Ordinance Enforcement Officers, 2020 Council Meeting Dates, 2020 Employee Holiday Dates, 2020 Street Flag Dates and 2020 Street Closures.
9. Accepted and placed on file the November 2019 Public Safety and Water Renewal Reports.
10. Approved Accounts Payable for \$234,499.74.
11. Adjourned the meeting at 7:34 pm.

Submitted by,
Brian Kelley
City Clerk/Treasurer

Resolution 2020-06 City of Plainwell

A RESOLUTION AMENDING RESOLUTION 19-15 TO AUTHORIZE A FEE FOR GENERATING ABSENT VOTER LISTINGS

WHEREAS, the City of Plainwell adopted Resolution 19-15 on June 24, 2019 setting fees charged for selected services; and

WHEREAS, there was no fee for generating absent voter listings included in Resolution 19-15; and

WHEREAS, generating an absent voter listing is different from documents requested under the Freedom of Information Act because of the creation, customizing and redacting of voter information available to the public; and

WHEREAS, the Allegan County Clerk recommends all local clerks handle voter requests in a similar manner, with similar fees;

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of Plainwell authorizes a \$25.00 charge for each request for an absent voter listing for any election, effective upon adoption of this Resolution, subject to annual reviews by the Administration.

YES:

NO:

ABSENT:

RESOLUTION DECLARED ADOPTED: January 13, 2020

Brian Kelley, City Clerk/Treasurer

CERTIFICATION

As the City Clerk of the City of Plainwell, Allegan County, Michigan, I certify this is a true and complete copy of a resolution adopted by the City Council at its regular meeting on November 25, 2019, held in compliance with the City Charter and applicable state laws.

Brian Kelley, City Clerk



"The Island City"

MEMORANDUM

119 Island Ave
Plainwell, Michigan 49080
Phone: 269-685-9858
Fax: 269-685-5460
Email: publicsafety@plainwell.org

To: Erik Wilson, City Manager
From: Bill Bomar, Director
CC: Brian Kelley, Clerk/Treasurer
Subject: Fire Turn-Out Gear Purchase
Date: January 06, 2020

As part of the 2019-2020 approved Fire-DPS budget, the department is requesting to purchase (2) sets of fire turn-out gear and two sets of firefighting boots. This purchase will replace worn, ill-fitting and beyond-its-useful-life gear. Annually, gear is inspected by fire command staff to ensure our firefighters are in safe and reliable gear. Any gear that is identified needing replacement will be addressed in the next budget year.

This fire turn-out gear will be tailor fitted to the firefighter's size requirements for better protection while operating on the fire scene.

Due to DPS current vendor does not carry Globe fire turn-out gear DPS was required research other vendors and manufactures. The two turn-out gear manufactures that met or improved our past specifications and NFPA 1971 of 2018 standards are:

C & R Fire Equipment, Hastings, MI	Globe G-Xtreme	\$6,153.00
West Shore Fire Inc. Allendale, MI	Fire-Dex Custom FX-R	\$5,972.00

I'm recommending approval of the West Shore Fire Inc. quote for (2) sets of Fire-Dex turn-out gear and boots for \$5,972.00 from account 101-336-743-000 Uniforms; this account currently has an over \$7,000.00 balance, after purchase the remaining balance is approximately \$1,400.00 which will be sufficient until the end of this budget year.

This department in the past has used West Shore Fire Inc. for previous fire equipment purchases.



Brad Keeler Mayor
Lori Steele Mayor Pro-Tem
Roger Kenney, Council Member
Todd Overhuel, Council Member
Randy Wisnaski, Council Member
www.plainwell.org

Bryan D. Pond, Superintendent
129 Fairlane Street
Plainwell, Michigan 49080
Phone: 269-685-5153
Fax: 269-685-1994
Email: BPond@plainwell.org

1/09/2020

To: Erik Wilson, City Administrator
From: Bryan Pond, Superintendent WR
Cc: Brian Kelley City Treasurer

RE: Request for Spare Chlorine Feed Pump

To disinfect our effluent water it is necessary to feed chlorine. To do this we use a submersible pump which is set on two metal rails which support removal, and installation of the pump. The existing make and model of pump are necessary to use the existing pump rails.

The current spare pump has been placed into service as one of our pumps has failed. I am requesting the approval for the purchase of one new pump from Kerr Pump and Supply for \$4,555. The line item in the budget 590-546-775 has sufficient funding to replace the necessary equipment.

With council's approval I am looking for approval for the purchase.



Quote Date
12/13/2019

PO Number
BRIAN FARWELL

Quoted By
Paul Flammersfeld

Quote Number
QTE191134

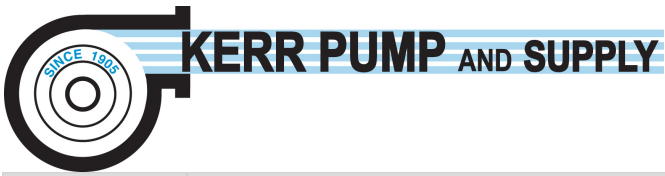
Bill To:

PLAINWELL WWTP
BRYAN POND
141 NORTH MAIN
PLAINWELL, MI 49080

Ship To:

PLAINWELL WWTP
ATTN: BRYAN POND
141 NORTH MAIN
PLAINWELL, MI 49080

PO Number	Ship Method	Salesperson	Exp Ship	Pay Terms	Customer No.	
BRIAN FARWELL	TRUCK-PPD/ADD	FARWELL	01/17/2020	N30	PLAIN001	
Item	Description	Quantity	B/O	U of M	Unit Price	Extended Price
52774-028-7	HYDROMATIC MODEL S3H100M4-4, ENG NO 52774-028-7, 1HP 3/60/460 VOLT REPLACES THE S100M4-4 OBSOLETED IN 2012	1	0	EA	\$4,375.00	\$4,375.00
FREIGHT	FREIGHT	1	0	EA	\$180.00	\$180.00



PO Number	Ship Method	Salesperson		Exp Ship	Pay Terms	Customer No.
BRIAN FARWELL	TRUCK-PPD/ADD	FARWELL		01/17/2020	N30	PLAIN001
Item	Description	Quantity	B/O	U of M	Unit Price	Extended Price
REPAIR HYDROMATIC	REPAIR HYDROMATIC MODEL-S100M4-4 S/N-900018 KERR PUMP WILL PERFORM THE FOLLOWING REPAIR ON YOUR HYDROMATIC S1400M4-4 PUMP -DISASSEMBLE AND CLEAN ALL REUSABLE COMPONENTS -REBUILD THE PUMP INSTALLING A NEW IMPELLER, ROTOR, BEARINGS, SEAL FAIL ASSY, OIL AND ALL NECESSARY GASKETS AND O-RINGS -THE PUMP WILL BE SKIDDED, PAINTED AND RETURNED. **THIS IS BUDGETARY BASED ON A CLEAN REBUILD. IF AT DURING TEARDOWN ADDITIONAL ITEMS ARE FOUND; THEN THE CUSTOMER WILL BE NOTIFIED BEFORE PROCEEDING. ESTIMATED LEAD TIME 3-4 WEEKS ARO.	1	0	EA	\$3,050.00	\$3,050.00

Shipment for this equipment is estimated at 3-4 weeks after receipt of purchase order.

We appreciate the opportunity to quote on the supply of this equipment. Thank you for choosing Kerr Pump & Supply Inc., and please do not hesitate to call us if you have any questions or need any additional information.

All prices quoted herein are firm for 30 days and do not include any taxes which may apply at the time of shipment. All prices are quoted NET, EXW ASHLAND, OHIO, VIA TRUCK prepaid and add.

Subtotal	\$7,605.00
Trade Disc	\$0.00
Freight	\$0.00
Misc	\$0.00
Tax	\$0.00
Total	\$7,605.00

All quotations and contracts are subject to Kerr Pump and Supply, Inc. Terms and Conditions of Sale dated 1/1/2018, a copy of which can be found on our website kerrpump.com. Placing an order is acceptance of these terms. Shipment time is an approximation based on current inventory and factory production schedules. Quotation is valid for 30 days from Quote date.

STATEMENT OF WORK FOR CLARK TECHNICAL SERVICES

This Professional Services Agreement ("**Agreement**") is entered into as of this January 1, 2020 ("**Effective Date**"), by and between Clark Technical Services ("**ORGANIZATION**"), and City of Plainwell ("**Client**").

1. Description of Services

Beginning on the effective date of this Agreement, Clark Technical Services will provide support for information technology needs requested by the Client, including routine repair and maintenance of the existing network and technology infrastructure. See page 2 for support level agreements and specific services covered.

2. Remuneration

See page 2 for support level agreements and rates. This amount shall be paid within 30 days of receipt of invoice from Clark Technical Services.

3. Performance of Services

Clark Technical Services shall make every effort as is reasonable and proper in order to fulfill Client's service needs under this Agreement. Clark Technical Services shall determine the manner and schedule in which the Services are to be performed in order to fulfill Client's service needs. (*Also see Service Level Agreements*)

4. Services Not Covered

New projects, new equipment, new software, and new infrastructure components are not covered under this Agreement. Clark Technical Services reserves the right to charge for services rendered toward design, build, and run implementations of new infrastructure. Client will be responsible for the purchase of new infrastructure components. Replacement of existing infrastructure components will be considered new components.

5. Staffing

Clark Technical Services representatives are bound by the provisions of this Agreement.

6. Term

This Agreement shall be effective for a period of __1__ year.

7. Service Level Agreements

Best efforts will be made at all times to meet these service level agreements. These criteria are to be reviewed and discussed with client and Clark Technical Services representative at least twice per year.

*** Agreed SLA is: _____

Priority Level	Description	Response Time	Communication w/ Customer
Priority 1	Critical	1 hour	Every 4 hours
Priority 2	High	4 hours	Daily
Priority 3	Standard	8 hours	Every 3 days
Priority 4	Scheduled or Low	3 days	Weekly
Priority 5	Project	2 days	Bi-monthly

	Hours/week	Hourly rate	Approximate Yearly rate
Tier 3	4	60	11440
Tier 2	8	55	16640
Tier 1	18	40	31500

Tier 3 support – Hours at regularly scheduled and mutually agreed upon times. Unscheduled on-call support in addition to these hours will be billed at a rate of \$60/hour; excluding network and server support. Network and server support to be billed at a rate of \$180/hour. New builds are excluded. (See 'Section 4 – Services not covered'). Support is available during normal business hours.

Tier 2 support – Hours will be scheduled at mutually agreed upon times. These hours are intended to be focused on PC and general technology support. A minority of this time may include network and server support, not to exceed 25% of scheduled hours. Unscheduled on-call support needed in addition to these hours to be billed at a rate of \$50/hour; excluding network and server support. Network and server support to be billed at a rate of \$150/hour. New builds are excluded. (See 'Section 4 – Services not covered'). Support is available during normal business hours.

Tier 1 support – Hours at regularly scheduled and mutually agreed upon times. These hours are intended to be focused on PC and general technology support. A minority of this time may include network and server support, not to exceed 25% of scheduled hours. Unscheduled on-call support needed in addition to these hours to be billed at a rate of \$40/hour; excluding network and server support. Network and server support to be billed at a rate of \$120/hour. New builds are excluded. (See 'Section 4 – Services not covered'). Support is available during normal business hours.

Current Situation

Number of personal computer devices_____

Number of servers:_____

Number of network devices:_____

Number of physical business locations:_____

Number of support tickets per day:_____

Average support ticket priority:_____

Support tickets per day low number: _____

Support tickets per day high number: _____

Client:

Signature: _____

Date: _____

Organization:

Signature: _____

Date: _____

Investment Activity Report



“The Island City”

City of Plainwell

Investment Portfolio Detail - Unaudited

at: 12/31/2019

Brian Kelley, City Treasurer

I verify that this investment portfolio is in conformity with Michigan laws and the City's Investment Policy as approved by City Council.

Insert Signature:

Brian Kelley

Digitally signed by Brian Kelley
Date: 2020.01.03 10:37:09 -05'00'

	Investment Type	CUSIP	Principal Purchase	Institution or Bank	Contact Name and Number	Purchase Date	Maturity Date	Yield	Remaining Days to Maturity
1	Pooled Investment*	N/A	\$208,899	Michigan Class	Rich Garay - 734.604.1494	03/28/2016		1.85%	
2	18-Month CD	N/A	\$156,719	Northstar Bank	Julie Smith - 810.329.7104	02/13/2019	08/12/2020	2.45%	225
3	365-Day CD	N/A	\$104,854	Grand River Bank	Christy Vierzen - 616.259.1322	06/11/2019	04/06/2020	2.75%	97
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15	* Trust Funds in Pool		-\$46,902		Non-City Funds included in MIClass				

Total Investments: \$423,570.83

Average Yield: 2.35%

Cash Activity for the Month

Cash, beginning of month: \$1,784,053.07

Cash, end of month: \$1,782,025.14

Erik J. Wilson, City Manager

I verify that this investment portfolio is in conformity with Michigan laws and the City's Investment Policy as approved by City Council.

Insert Signature:

Erik Wilson

Digitally signed by Erik Wilson
Date: 2020.01.09 14:37:18 -05'00'

** Funds 701 and 703 not included - Trust & Agency

CITY OF PLAINWELL

ESTIMATED CASH BALANCE/FUND BALANCE REPORT

MONTH ENDED: **12/31/2019**

% OF FISCAL YEAR: **50.27%**

FUND	AUDITED FIGURES AS OF MOST RECENT AUDIT *		CURRENT YEAR PERFORMANCE - UNAUDITED ***		ESTIMATED FUND BALANCE (AUDIT FB + ACT REV - ACT EXP)	TOTAL RECONCILED CASH AND INVESTED FUNDS	CURRENT YEAR AMENDED BUDGET EXP	EXPENSE BUDGET USED
	CASH AND INVESTED FUNDS BALANCE	FUND BALANCE	ACTUAL REVENUE YTD - CASH BASIS	ACTUAL EXPENSE YTD - CASH BASIS				
General	358,228	406,559	1,545,793	1,051,187	901,165	851,757	2,213,084	47.50%
Major Streets	134,537	160,432	113,723	421,500	(147,345)	(131,684)	843,278	49.98%
Local Streets	86,069	63,279	40,631	77,280	26,629	62,824	172,896	44.70%
Solid Waste	26,368	897	165,837	106,973	59,761	81,862	198,493	53.89%
Fire Reserve	66,545	66,545	84,498	29,075	121,968	121,968	78,101	37.23%
Airport	23,694	26,902	27,891	38,761	16,032	12,560	52,305	74.11%
Revolving Loan	37,114	62,517	4,645	10,000	57,162	31,759	10,000	100.00%
Capital Improvement	58,423	59,044	129,069	99,607	88,506	88,506	184,947	53.86%
Brownfield BRA	31,460	30,633	55,231	92,338	(6,474)	(7,741)	109,101	84.64%
Tax Increment TIFA	70,235	69,678	76,262	28,352	117,588	110,702	59,830	47.39%
Downtown DDA	24,623	22,625	63,745	24,516	61,854	62,782	54,413	45.06%
Sewer	816,042	724,580	782,087	771,474	735,193	734,935	1,806,972	42.69%
Water	144,104	90,348	276,872	475,476	(108,256)	(63,147)	848,451	56.04%
Equipment	148,654	143,866	120,619	78,791	185,694	188,164	240,398	32.78%
OPEB**	63,821	64,502	11,124	10,277	65,349	65,349	21,127	48.64%
	<u>2,089,917</u>	<u>1,992,407</u>	<u>3,498,025</u>	<u>3,315,607</u>	<u>2,174,825</u>	<u>2,210,596</u>	<u>6,893,397</u>	<u>48.10%</u>

* - Amounts taken from audited financial statements as of June 30, 2019

** - OPEB listing on this worksheet is included in the General Fund for financial statement purposes

*** - These amounts are taken directly from the End of Month Financial Statement provided to Council

Erik J. Wilson, City Manager	Brian Kelley, City Treasurer
I verify that I have reviewed the revenue and expenditure financial summary attributed to my department and to the best of my knowledge the report is accurate.	I verify that I have reviewed the revenue and expenditure financial summary attributed to my department and to the best of my knowledge the report is accurate.
Insert Signature: Erik Wilson <small>Digitally signed by Erik Wilson Date: 2020.01.09 14:37:48 -05'00'</small>	Insert Signature: Brian Kelley <small>Digitally signed by Brian Kelley Date: 2020.01.03 10:30:33 -05'00'</small>

CITY OF PLAINWELL, MI
Inter-Municipal Sewer Meeting
Thursday, December 5, 2019
9 AM

1. Call to Order

Water Renewal Superintendent Bryan Pond opened the meeting at 9:05 AM at Plainwell City Hall. Attending were City of Plainwell (COP) Erik Wilson, Bryan Pond, Otsego Township (OT), Chuck Cushman, Village of Martin (VOM) Don Flower, Gun Plain Township (GPT) Mike VanDenBerg and Ron Kopka; also Engineers Tom Wheat of Prein & Newhof and Engineer Elaine Venema of Fleis & VandenBrink – Gale Dugan came in at 9:19 a.m.

2. Approval of Minutes

Mike Vandenberg moved to accept and place on file the minutes of September 5, 2019 meeting as presented. Don Flowers supported the motion. On voice vote, the motion carried unanimously.

3. Recommendations and Reports

A. Gun Plain Township

Vandenberg reported that the DNR lift station flow meter was replaced. There was a question brought up about not getting a water read at Gores Addition. There is a 2” and a 6” meter there. Mike will look into this and get back with the city.

B. Otsego Township

Tom Wheat spoke for the township and said everything was good at this time.

C. Village of Martin

Flowers said that the village got a USDA grant for the west and north lift stations. Everything else is good.

D. City of Plainwell

Pond addressed the Notice of Violations (NOV’s) and surcharges and expressed that he had sent them to Tom Wheat for review and to discuss it with the townships and village. Tom expressed that he had just received it and assumed that the city had sent the information to the village and townships and he had not discussed it with them. Pond explained the legal aspects of why the NOV’s had to be issued and how the fines would be held in abeyance.

There was a lot of discussion on local limits for discharge of compatible pollutants BOD5, TSS etc. The townships were interested in a Special Alternative Limits (SAL) to help with violations past the upper limit. For technical reasons it was decided to have a new Maximum Allowable Headworks Loading (MAHL) study done because the last one which used raw data samples was 2010. The MAHL levels being used today were done by using plant data calculated by Deb Quinn of the DEQ late 2014. Erik Wilson requested a proposal for a study to calculate new SAL and MAHL numbers. Elaine of F&V said she would gather the information. It was felt using data from a new study could reduce the irregular frequency of violations of the users in the future. It was also discussed that the City of Plainwell will pay for the MAHL study and the townships would split the cost of the SAL portion of the study. Elaine said that this whole process could take up to 1 1/2 to 2 years because of the time other studies have come back from EGLE

Chuck Cushman had questions on their surcharge calculations and resulting invoices they get from the city. Bryan Pond explained that each surcharge is calculated from the period between two flow meter reads and any sampling in that period contributes to the fee for that time frame. Chuck had more questions on the dates and that the fees appear to calculate prior to the samples date for surcharges. Elaine of F&V will look over the spread sheets with Mike S. of P&N and see if it concurs with the language of the Sewer Use Ordinance.

There was a small discussion about the surcharge sample policy status, and the manipulation of sample data from Otsego township that was discussed in detail in the September 17th 2019 meeting.

4. Public Comments

None.

5. Schedule Next Meeting

The next meeting will be scheduled for March 5, 2019 at 9:00 AM at Plainwell City Hall.

6. Adjournment

There being no further business, Bryan Pond moved to adjourn the meeting. Erik Wilson supported the motion. On voice vote, the motion carried unanimously. The meeting adjourned at 9:56 AM.

Minutes respectfully submitted,
Cheryl Pickett
Deputy Clerk

01/09/2020

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
 EXP CHECK RUN DATES 01/13/2020 - 01/13/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Vendor Code	Vendor Name Invoice	Description	Amount
000009	CONSUMERS ENERGY 2019-12B	121 N. SHERWOOD, STREET, TRAFFIC & LED LIGHTS THRC	570.16
TOTAL FOR: CONSUMERS ENERGY			570.16
000010	RIDDERMAN & SONS OIL CO INC 130856	DPW DIESEL FUEL 12/26/19	493.19
	58165	PHILLIPS MEGAPLEX XD3 - 2 CASES	59.00
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			552.19
000011	SHOPPERS GUIDE INC 2019.12	DECEMBER 2019 ADVERTISING	170.00
TOTAL FOR: SHOPPERS GUIDE INC			170.00
000027	M A C P 200006765	2020 WINTER CONFERENCE - B. BOMAR	255.00
TOTAL FOR: M A C P			255.00
000035	APPLIED IMAGING 1465858	DPW/WR COPIER CHARGES TO 12/15/19	48.90
	1465859	CITY HALL COPIER CHARGES TO 12/12/19	213.54
TOTAL FOR: APPLIED IMAGING			262.44
000044	ALL-PHASE ELECTRIC 3505-645139	LED DRIVER FOR CH BRIDGE	77.23
TOTAL FOR: ALL-PHASE ELECTRIC			77.23
000059	GOIN POSTAL LLC 118739	SHIPPING FEES - ROCK BOOTS & FLEECE JACKETS	145.41
TOTAL FOR: GOIN POSTAL LLC			145.41
000079	ALLEGAN COUNTY NEWS 2019.12	ANNUAL SUBSCRIPTION - ALLEGAN CO NEWS 2020	36.00
	2734	11/11/19 SUMMARY PUBLISHED DEC '19	153.30
	2740	11/25 SUMMARY, PAPER MILL DEMO PUBLISHED DEC '19	275.94
TOTAL FOR: ALLEGAN COUNTY NEWS			465.24
000100	SIEGFRIED CRANDALL PC 101182	AUDITING SERVICES FOR YEAR ENDED JUNE 30, 2019	2,400.00
TOTAL FOR: SIEGFRIED CRANDALL PC			2,400.00
000134	HAROLD ZIEGLER FORD 296847	CAR #4 - EXHAUST MANIFOLD & SENSOR REPAIRS	1,338.52
	297005	REPLACED ALTERNATOR - CAR #5	999.12
TOTAL FOR: HAROLD ZIEGLER FORD			2,337.64

000138	AMERICAN OFFICE SOLUTIONS		
	IN222714	DPS COPIER THROUGH 12/21/19	91.55
TOTAL FOR: AMERICAN OFFICE SOLUTIONS			91.55
000140	HACH CO		
	11764318	FOR LAB - D.O. PROBE	482.63
TOTAL FOR: HACH CO			482.63
000153	FLEIS & VANDENBRINK INC		
	54405	WELL #5 - CONSULTATION SERVICES THROUGH 11/29/19	168.00
TOTAL FOR: FLEIS & VANDENBRINK INC			168.00
000581	FADER EQUIPMENT INC		
	130500	TOOLS FOR SIDEWALKS	235.00
TOTAL FOR: FADER EQUIPMENT INC			235.00
000684	BRONNER'S		
	063479	10MM POWER CONNECTOR (400)	204.00
TOTAL FOR: BRONNER'S			204.00
000760	ALLEGAN COUNTY SHERIFFS DEPT		
	2019-10	DEBT CREW -WEED WHIP 131 OVERPASS, HICKS, SHERW	80.00
TOTAL FOR: ALLEGAN COUNTY SHERIFFS DEPT			80.00
000962	STATE OF MICHIGAN		
	761-10479866	BIOSOLIDS LAND APP FEE & DRY TONS REPORTED - 2020	1,802.16
TOTAL FOR: STATE OF MICHIGAN			1,802.16
001413	NORTH CENTRAL NCL OF WISCONSIN INC		
	432755	WR LAB SUPPLIES	365.87
TOTAL FOR: NORTH CENTRAL NCL OF WISCONSIN INC			365.87
001415	DAN'S TREE SERVICE		
	002129	TREE REMOVAL - GLENVIEW	750.00
TOTAL FOR: DAN'S TREE SERVICE			750.00
001645	ALEXANDER CHEMICAL CORPORATION		
	SCL 10024859	DEPOSIT REFUND - CONTAINER RETURN	(500.00)
	SCL 10025270	DEPOSIT REFUND - CONTAINER RETURN	(900.00)
	SLS 10086318	CHLORINE GAS - WELL #7	256.50
	SLS 10086325	CHLORINE & SULFER DIOXIDE 12/23/19 DELIVERY - WR P	1,585.50
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			442.00
002018	CDW-G		
	WBW6508	HP OFFICEJET PRINTER - WR	256.49
	WDV7452	HP OFFICEJET PRINTER - RETURN	(256.49)
TOTAL FOR: CDW-G			0.00
002019	PRINTING SYSTEMS INC.		
	103167	1099, W2 FORMS & ENVELOPES FOR 2019 YEAR END	112.14
TOTAL FOR: PRINTING SYSTEMS INC.			112.14

002092	MULDER WATERPROOFING & SEALENT INC		
	18207	CONCRETE REPAIR ON PRIMARY CLARIFIER WALL	2,675.00
TOTAL FOR: MULDER WATERPROOFING & SEALENT INC			2,675.00
<hr/>			
002116	CHARTER COMMUNICATIONS (SPECTRUM)		
	0005188010120	DPW/WR INTERNET SERVICE THROUGH 1/31/20	114.98
TOTAL FOR: CHARTER COMMUNICATIONS (SPECTRUM)			114.98
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002219	CLARK TECHNICAL SERVICES		
	372	CONFIGURE & INSTALL UPGRADED FIREWALL FOR CITY H	3,465.00
	372A	DECEMBER 2019 - CITY WIDE IT SERVICES	2,021.32
TOTAL FOR: CLARK TECHNICAL SERVICES			5,486.32
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002246	ELHORN ENGINEERING CO.		
	281244	WELL #4, #7 - CHLOR & FLOUROSILICID ACID	396.00
TOTAL FOR: ELHORN ENGINEERING CO.			396.00
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002281	HOME DEPOT		
	2019-12	DECEMBER 2019 STATEMENT	540.28
TOTAL FOR: HOME DEPOT			540.28
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002371	RENEWED EARTH INC		
	27916	YARD WAST CONTRACT JANUARY 2020	1,250.00
TOTAL FOR: RENEWED EARTH INC			1,250.00
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002539	BELDEN SAND & GRAVEL		
	7028	GRAVEL FOR BRUSH PILES	113.62
TOTAL FOR: BELDEN SAND & GRAVEL			113.62
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002582	PLAINWELL REDI MIX - COSGROVE ENTER		
	9970	LEAF HAULING	360.00
	9977	LEAF HAULING	520.00
TOTAL FOR: PLAINWELL REDI MIX - COSGROVE ENTER			880.00
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002644	RIETH-RILEY CONSTRUCTION CO INC		
	7180295	COLD PATCH 12/12/2019	174.00
	7180310	COLD PATCH 12/26/2019	323.80
TOTAL FOR: RIETH-RILEY CONSTRUCTION CO INC			497.80
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002650	FUEL MANAGEMENT SYSTEM/PACIFIC PRID		
	75015	DPS FUEL 12/16/19 -12/31/19	487.84
TOTAL FOR: FUEL MANAGEMENT SYSTEM/PACIFIC PRID			487.84
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002688	RHINO'S PUB		
	2020.01GT	GOLDEN TICKETS - MIDWAY CHEVY DONATIONS	15.00
TOTAL FOR: RHINO'S PUB			15.00
<hr/>			
002703	CONTINENTAL LINEN SERVICES INC		
	2019.12CH	DECEMBER 2019 CH RUGS	22.60
	2019.12DPS	DECEMBER 2019 DPS RUGS	62.76
	2019.12DPW	DECEMBER 2019 DPW UNIFORMS/RUGS/MISC	190.61

	2019.12WR	DECEMBER 2019 WR UNIFORMS/RUGS	86.82
TOTAL FOR: CONTINENTAL LINEN SERVICES INC			362.79
002787	ESPER ELECTRIC		
	19814	ELECTRICAL SERVICES WR PLANT	1,176.39
	19966	TROUBLESHOOT & REPAIR POWER ISSUES TO CITY LIGH'	2,743.76
TOTAL FOR: ESPER ELECTRIC			3,920.15
002793	WQXC FM - FORUM COMMUNICATIONS		
	19120089	PLAINWELL EVENT ADVERTISING	500.00
TOTAL FOR: WQXC FM - FORUM COMMUNICATIONS			500.00
002838	TRUE-TECH INDUSTRIES CO		
	9135	#4 PRIMARY CLARIFIER DRIVE ASSEMBLY	1,703.00
TOTAL FOR: TRUE-TECH INDUSTRIES CO			1,703.00
003019	PROFESSIONAL PUMP INC		
	5099175	WELL #7 - REPAIR PARTS	103.38
TOTAL FOR: PROFESSIONAL PUMP INC			103.38
003040	HART'S JEWELRY		
	2019.12GOLDEN	GOLDEN TICKETS - MIDWAY CHEVY DONATION	175.00
TOTAL FOR: HART'S JEWELRY			175.00
004124	SCHINDLER ELEVATOR CORPORATION		
	7153071876	STATE MANDATED TESTING - DPS ELEVATOR	1,388.64
TOTAL FOR: SCHINDLER ELEVATOR CORPORATION			1,388.64
004195	NIEBOER HEATING & COOLING		
	76353	DPS - NO HEAT GARAGE, SERVICE CALL	85.00
TOTAL FOR: NIEBOER HEATING & COOLING			85.00
004241	GHD SERVICES INC		
	1037334	UTILITIES/Common Area Maint - November '19	1,713.85
	1037348	BOILER SYSTEM REPLACEMENT	9,401.48
TOTAL FOR: GHD SERVICES INC			11,115.33
004791	BIO TECH AGRONOMICS INC		
	2371	WR - TESTING & ANALYSIS 10/03/19	800.00
TOTAL FOR: BIO TECH AGRONOMICS INC			800.00
004811	KALAMAZOO RIVER WATERSHED COUNCIL		
	2020-21	POINT SOURCE ANNUAL FEE / TMDL PERMIT	600.00
TOTAL FOR: KALAMAZOO RIVER WATERSHED COUNCIL			600.00
004837	MUNICIPAL WEB SERVICES		
	53651	NOVEMBER 2019 WEBSITE CMS HOSTING	200.00
	53678	DECEMBER 2019 WEBSITE CMS HOSTING	200.00
TOTAL FOR: MUNICIPAL WEB SERVICES			400.00
004852	PACE ANALYTICAL SERVICES LLC		
	1950128951	METAL COMP. IPP PERMIT REQUIREMENT	320.00

	1950129105	MERCURY SAMPLE	40.00
TOTAL FOR: PACE ANALYTICAL SERVICES LLC			360.00
004855	PLAINWELL ACE HARDWARE		
	4246	CM FILTER RED PUSH ON	19.99
	4268	TRUCK #5 - CONN BUTT INS22-16GPK100	7.99
	4271	172 FIRST AVE - SIDEWALK RESTORATION	23.99
	4273	DRILL BITS - REPAIR SHELVES AT CH	4.78
	4285	PREP FOR PAINTING AT DPW	16.17
	4287	TRUCK #18 - MISC. FASTENERS	1.37
	4289	PAINT SUPPLIES - DPW OFFICE	65.97
	4295	TRIM EDGER - PAINT DPW OFFICE	13.18
	4296	CRAFTSMAN SNOWBLOWER #90	549.99
	4297	PAINT FOR DPW OFFICE	49.00
TOTAL FOR: PLAINWELL ACE HARDWARE			752.43
004894	ASCENSION MICHIGAN AT WORK		
	377191	DOT PHYSICAL - W. KEYZER	70.00
TOTAL FOR: ASCENSION MICHIGAN AT WORK			70.00
005015	CHECKALT		
	154117	E-LOCKBOX FEES FOR DECEMBER 2019	135.00
TOTAL FOR: CHECKALT			135.00
005017	DOUBLEDEE MECHANICAL LLC		
	1860	PREVENTIVE MAINT - HEAT PUMPS & BOILER	619.47
TOTAL FOR: DOUBLEDEE MECHANICAL LLC			619.47
005026	NIEUWENHUIS, BOB		
	2019.12SHOE	19/20 SHOE ALLOWANCE	180.19
TOTAL FOR: NIEUWENHUIS, BOB			180.19
REFUND TAX	CORELOGIC CENTRALIZED REFUNDS		
	12/26/2019	2019 Win Tax Refund 55-420-172-00	660.44
	12/26/2019	2019 Win Tax Refund 55-260-092-00	923.12
	12/26/2019	2019 Win Tax Refund 55-360-034-00	747.78
TOTAL FOR: CORELOGIC CENTRALIZED REFUNDS			2,331.34
TOTAL - ALL VENDORS			50,027.22

INVOICE AUTHORIZATION

Person Compiling Report

Brian Kelley, City Clerk/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:

Amanda Kersten

Digitally signed by Amanda Kersten
DN: cn=Amanda Kersten, o=City of Plainwell, ou=City Hall,
email=akersten@plainwell.org, c=US
Date: 2020.01.09 08:45:27 -05'00'

Insert Signature:

Brian Kelley

Digitally signed by Brian Kelley
Date: 2020.01.10 10:45:33 -05'00'

Bryan Pond, Water Renewal Plant Supt.

Bill Bomar, 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:

Bryan Pond

Digitally signed by Bryan Pond
Date: 2020.01.10 07:25:17 -05'00'

Insert Signature:

Bill Bomar

Digitally signed by Bill Bomar
Date: 2020.01.09 11:20:51 -05'00'

Bob Nieuwenhuis, Public Works Supt.

Erik J. Wilson, 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:

Robert Nieuwenhuis

Digitally signed by Robert Nieuwenhuis
Date: 2020.01.09 09:40:37 -05'00'

Insert Signature:

Erik Wilson

Digitally signed by Erik Wilson
Date: 2020.01.09 14:36:48 -05'00'

01/10/2020

CHECK REGISTER FOR CITY OF PLAINWELL
CHECK DATE FROM 12/26/2019 - 01/15/2020

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank CBGEN Chemical Bank - General AP Account					
Check Type: ACH Transaction - Property Tax Distributions					
12/27/2019	CBGEN	1677(A)	ALLEGAN AREA EDUCATION SVC AGENCY	2019 WINTER TAXES COLLECTED W/E 12/21/20	51,571.11
12/27/2019	CBGEN	1678(A)	ALLEGAN COUNTY TREASURER	2019 SUM/WIN TAX/INT COLLECTED W/E 12/21	16,194.22
12/27/2019	CBGEN	1679(A)	PLAINWELL COMMUNITY SCHOOLS	2019 WINTER TAXES COLLECTED W/E 12/21/20	138,517.46
12/27/2019	CBGEN	1680(A)	RANSOM DISTRICT LIBRARY	2019 SUM/WIN TAX/INT COLLECTED W/E 12/21	8,098.08
01/03/2020	CBGEN	1683(A)	ALLEGAN AREA EDUCATION SVC AGENCY	2019 WINTER TAX COLLECTED W/E 12/28/2019	104,895.59
01/03/2020	CBGEN	1684(A)	ALLEGAN COUNTY TREASURER	2019 SUM/WIN TAX/INT COLLECTED W/E 12/28	32,785.82
01/03/2020	CBGEN	1685(A)	PLAINWELL COMMUNITY SCHOOLS	2019 WINTER TAX COLLECTED W/E 12/28/2019	232,011.94
01/03/2020	CBGEN	1686(A)	RANSOM DISTRICT LIBRARY	2019 SUM/WIN TAX/INT COLLECTED W/E 12/28	16,451.68
01/10/2020	CBGEN	1689(A)	ALLEGAN AREA EDUCATION SVC AGENCY	2019 WINTER TAXES COLLECTED W/E 01/04/20	20,093.41
01/10/2020	CBGEN	1690(A)	ALLEGAN COUNTY TREASURER	2019 WINTER TAXES COLLECTED W/E 01/04/20	6,166.01
01/10/2020	CBGEN	1691(A)	PLAINWELL COMMUNITY SCHOOLS	2019 WINTER TAXES COLLECTED W/E 01/04/20	52,351.39
01/10/2020	CBGEN	1692(A)	RANSOM DISTRICT LIBRARY	2019 WINTER TAXES COLLECTED W/E 01/04/20	3,133.61
Total ACH Transaction:					682,270.32
Check Type: EFT Transfer - Automatic Payments					
12/26/2019	CBGEN	1681(E)	FIRST NATIONAL BANK (CREDIT CARD)	CITY CREDIT CARD STATEMENT DEC 23, 2019	2,830.99
01/06/2020	CBGEN	1687(E)	UNITED HEALTHCARE INSURANCE COMPANY	RETIREE HEALTH INSURANCE JANUARY 2020 -	215.49
01/06/2020	CBGEN	1688(E)	UNITED HEALTHCARE INSURANCE COMPANY	RETIREE HEALTH INSURANCE JANUARY 2020 -	208.32
Total EFT Transfer:					3,254.80
Bank UBAP United Bank - General Checking					
Check Type: EFT Transfer - Automatic Payments					
01/15/2020	UBAP	124(E)	CITY OF PLAINWELL	JANUARY 2020 CITY UTILITY BILLS	453.38
01/06/2020	UBAP	125(E)	CENTURYLINK	LONG DISTANCE DECEMBER 2019	1.08
Total EFT Transfer:					454.46

Check Type: Paper Check - Manual Checks

12/26/2019	UBAP	15486	AT&T - SBC	PHONES THROUGH 1/12/2020	599.69
12/26/2019	UBAP	15487	VERIZON	UTILITY MACHINE CELL SERVICE 11/11/19 -	265.41
12/26/2019	UBAP	15488	PUBLIC AGENCY TRAINING COUNCIL	J. CULVER SEMINAR 11/12/19 - 11/13/19	325.00
12/26/2019	UBAP	15489	CRA 200 ALLEGAN STREET LLC	REIMBURSEMENT FOR 2019 WINTER TAX CAPTUR	7,698.90
01/01/2020	UBAP	15490	C.O.P.S. TRUST INSURANCE	JANUARY 2020 DENTAL & VISION INSURANCE	1,455.21
01/01/2020	UBAP	15491	MADISON NATIONAL LIFE INSURANCE CO	JANUARY 2020 LIFE INS COVERAGE	100.77
01/01/2020	UBAP	15492	PRIORITY HEALTH	JAN 2020 HEALTH INSURANCE PREMIUM	24,721.79
12/27/2019	UBAP	15493	RICHMOND, MICHAEL J	ASSESSING SERVICES 1/01/20 - 1/31/20	1,500.00
12/30/2019	UBAP	15494	POSTMASTER	TO MAIL UTILITY BILLS	604.50
12/30/2019	UBAP	15495	GARY HERBERT, TREASURER	CRISPE TRUST CD INTEREST DECEMBER 2019	172.25
01/02/2020	UBAP	15497	CONSUMERS ENERGY	ELECTRICITY THROUGH 12/25/19	16,771.31
01/02/2020	UBAP	15498	VERIZON	DPS PHONES EOC 11/24/19 - 12/23/19	829.15
01/02/2020	UBAP	15499	PITNEY BOWES/PURCHASE POWER	POSTAGE ON METER 12/03/19	150.00
01/02/2020	UBAP	15500	US BANK EQUIPMENT FINANCE (COPIER)	JANUARY 2020 DPW/WR COPIER	260.00
01/08/2020	UBAP	15501	REPUBLIC WASTE SERVICES	WR GARBAGE SERVICE JANUARY 2020	629.75
Total Paper Check:					56,083.73

REPORT TOTALS:

Total of 32 Checks:

742,063.31

Less 0 Void Checks:

0.00

Total of 32 Disbursements:

\$ 742,063.31

Off Cycle Payment Authorization

Brian Kelley, City Clerk/Treasurer

I verify that I have reviewed the off-cycle payments listed above and to the best of my knowledge the listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Brian Kelley

Digitally signed by Brian Kelley
Date: 2020.01.10 09:12:37 -05'00'

Erik J. Wilson, City Manager

I verify that I have reviewed the off-cycle payments listed above and to the best of my knowledge the listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Erik Wilson

Digitally signed by Erik Wilson
Date: 2020.01.10 09:16:33 -05'00'



Proposed \$245 Million Settlement for River Cleanup

Allied Paper/Portage Creek/Kalamazoo River Site
Kalamazoo, Michigan

December 2019

Public comment period

You may comment on the proposed plan from Dec. 17, 2019, through Jan. 16, 2020. To submit comments:

- By email, send to: pubcommentees.enrd@usdoj.gov.
- By mail, send to: Assistant Attorney General, U.S. DOJ—ENRD, P.O. Box 7611, Washington, D.C. 20044-7611

NOTE: Comments should be addressed to the Assistant Attorney General, Environment and Natural Resources Division and should refer to *United States of America and the State of Michigan v. NCR Corporation*, D.J. Ref. No. 90-11-2-07912/11.

Instructions and the consent decree can be found at:
www.justice.gov/enrd/consent-decree/us-et-al-vs-ncr-corporation.

CAG to Host Informational Meeting

The Kalamazoo River Community Advisory Group will be hosting an informational meeting on the proposed settlement of liability and cleanup activities for the Kalamazoo River site **Tuesday, Jan. 7, 2020, at 6 p.m.**, at Otsego Township Hall, 400 N. 16th St., Otsego. Federal representatives will present details of the settlement and answer questions.

U.S. Environmental Protection Agency (EPA) and its partners have negotiated a proposed legal agreement called a “consent decree” with NCR Corp. calling for cleanup activities on the Kalamazoo River and a monetary settlement worth up to \$245 million. Besides EPA, the U.S. Department of Justice, Michigan Department of Environment, Great Lakes, and Energy (EGLE), and the natural resources trustees are involved in the settlement with NCR. The public has an opportunity to comment on the proposed consent decree. Those comments will be considered before finalizing the settlement. Under the terms of the proposed agreement, NCR will conduct significant cleanup activities on the Kalamazoo River, and pay money to the agencies. In exchange, NCR will receive legal covenants protecting the company from lawsuits.

The settlement will require NCR to do the following work in the Kalamazoo River:

- Conduct what is called a time-critical removal action in the Trowbridge Impoundment within Area 4 (*see map on Page 2*) removing PCB-contaminated sediment, bank soil, and the Trowbridge Dam.
- Implement the cleanup work described in the 2017 Record of Decision for Area 2 of Operable Unit 5 of the Kalamazoo River.

For Area 3, NCR will have the option to:

- Implement the cleanup set forth in the Record of Decision.
- Pay \$35 million to EPA if a Record of Decision is not issued within six years of entry of the consent decree; or
- Pay EPA \$52.5 million within 60 days of opting out of the cleanup plan outlined in the Record of Decision.

In addition, NCR will make the following payments to the agencies:

- \$76.5 million to EPA for past and future costs.
- \$27 million to the natural resources trustees for environmental damage.
- \$6 million to EGLE for past and future costs.

The work to be performed and funds paid by NCR will result in ongoing cleanup activities on the Kalamazoo River for the next 10 years. The total estimated value of this settlement agreement is around \$245 million.

Cleanup plans explained

The NCR proposed settlement calls for several cleanup projects. The following text provides details:

Trowbridge Impoundment cleanup plan

The Trowbridge Impoundment is located within Area 4 of Operable Unit 5 of the Allied Paper/Portage Creek/Kalamazoo River site.

Continued on P. 2 ...

... continued from P. 1

Area 4 is the segment of the Kalamazoo River between the Otsego Township Dam and Trowbridge Dam (see photo on Page 3 and graphic on Page 4).

Pollution investigations and data collection revealed the presence of a large volume of PCBs in sediment immediately upstream of the Trowbridge Dam. There is also significant ongoing erosion of PCB-contaminated bank soil into the Kalamazoo River.

In addition, the state of Michigan has documented the Trowbridge Dam is failing. In 2019, Michigan Department of Natural Resources completed short-term activities to temporarily stabilize the dam. EPA determined a time critical removal action is necessary. The urgent work will address PCB-contaminated sediment and riverbank soil within 2.4 miles upstream of the Trowbridge Dam. The estimated cost of the removal action is \$55 million. EPA anticipates NCR will implement the work that should begin in 2020 and take three years to complete. The time critical removal action will include:

- Removal of about 165,000 cubic yards of PCB-contaminated sediment.
- Excavation of around 14,900 cubic yards of PCB-contaminated riverbank soil and 2.4 miles of riverbank stabilization.
- Removal of the unstable Trowbridge Dam.
- Restoration of all areas affected by the removal activities.

Area 2 cleanup plan

Area 2 is the segment of Kalamazoo River between the former Plainwell Dam and the Otsego City Dam (see map, below).

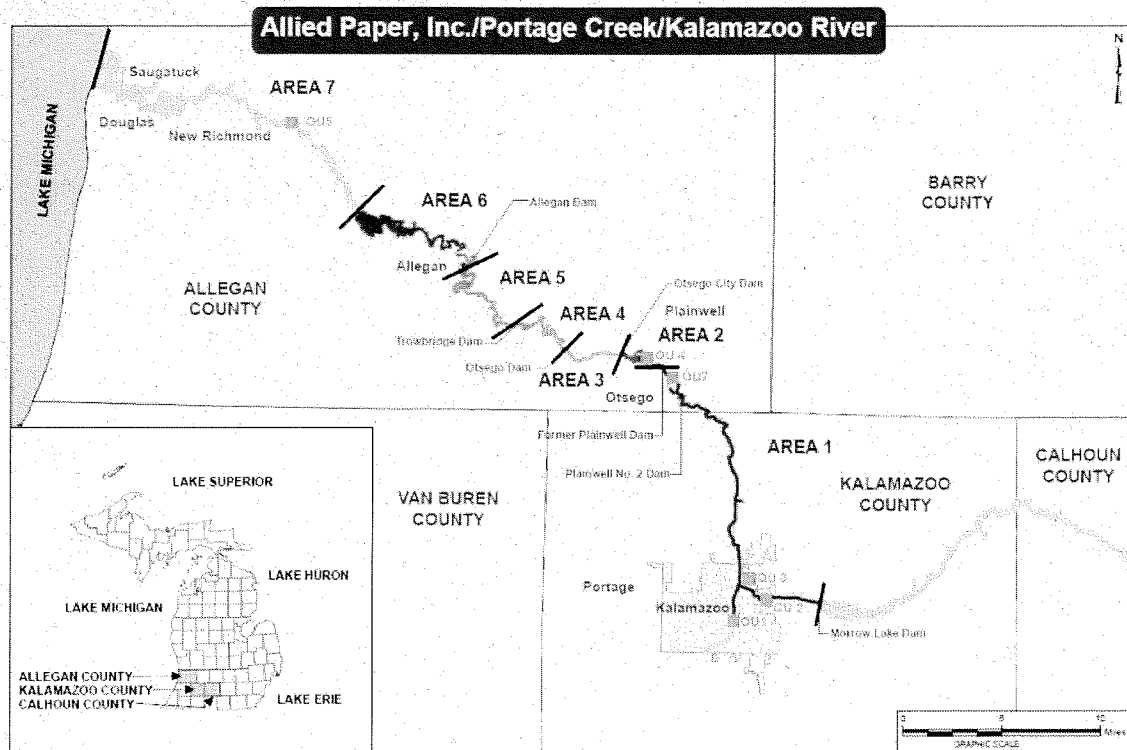
In September 2017, EPA signed a Record of Decision for Area 2 of Operable Unit 5 of the site. EPA selected a cleanup approach which includes: removal of the Otsego City Dam, river channel realignment, capping, bank and floodplain soil excavation, Gun River excavation, targeted excavation on Knife Blade Island, institutional controls and long-term monitoring.

This alternative has less impact to habitat and surrounding properties than other options, protects against erosion and will help maintain flow in the river channel. The time to complete this construction is anticipated to take five years at an estimated cost of \$46.4 million.

Area 3 cleanup plan

Area 3 is the section of the Kalamazoo River between the Otsego City Dam and the Otsego Township Dam.

Once the report of cleanup options for Area 3 is finalized, EPA will issue a proposed plan for public comment. After comments are received and considered, EPA will select a cleanup plan and issue a Record of Decision.



PCB contamination

In 1977, the MDNR issued a public health advisory regarding PCB contamination at the site and advised residents not to eat fish caught from the river. In August 1990, the Kalamazoo River, as part of the Allied Paper/Portage Creek/Kalamazoo River Superfund site, was placed on the National Priorities List, a roster of the nation's most hazardous waste sites.

Since 1998, EPA-lead response actions have removed nearly 450,000 cubic yards of contaminated material from the site, cleaned up and restored 7 miles of the Kalamazoo River and Portage Creek (including banks), and capped 82 acres of contaminated material.

Site history

Between 1954 and the early 1970s, the Allied Paper/Portage Creek/Kalamazoo River Superfund site was used by several paper companies that recycled paper products. This included carbonless copy paper manufactured by NCR that contained PCBs.

The paper recycling process recovered fiber for use in making paper, and the nonusable coatings, including PCBs, were discharged in the wastewater from the mills. The wastewater was either discharged directly to the Kalamazoo River and Portage Creek, or was released to holding ponds, which subsequently discharged to the river and creek.

Contact

To find out more about the settlement and cleanup plans for the Kalamazoo River, contact:

EPA

Jim Saric – Kalamazoo River

312-886-0992
saric.james@epa.gov

Michael Berkoff – Allied Landfill

312-353-8983
berkoff.michael@epa.gov

Sheila Desai – Plainwell Mill

312-353-4150
desai.sheila@epa.gov

Paul Ruesch – Trowbridge Township Dam Area

312-919-4382
ruesch.paul@epa.gov

EGLE

Dan Peabody – Project Manager

517-284-5072
peabodyd@michigan.gov

For general questions:

Diane Russell

EPA Community Involvement Coordinator
989-395-3493
russell.diane@epa.gov

You may also call EPA toll-free:

800-621-8431, weekdays 9:30 a.m. to 5:30 p.m.



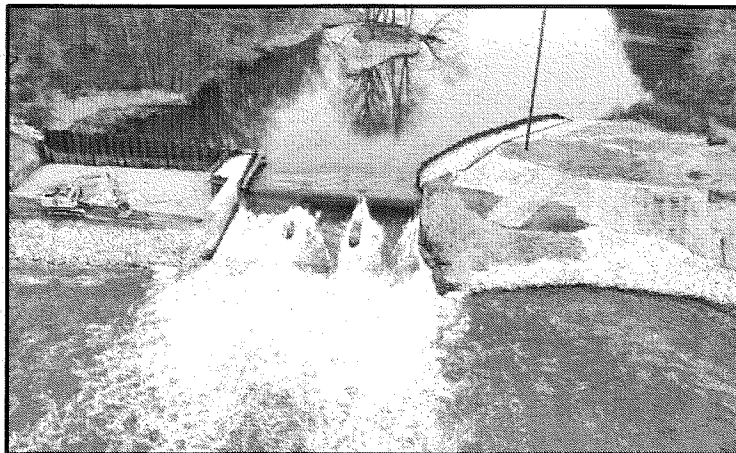
Aerial view of the Trowbridge Impoundment.

Next steps

A 30-day public comment period on the proposed legal settlement will begin on Dec. 17, 2019. Comments must be submitted by Jan. 16, 2020. (See box on Page 1 on how to submit comments.)

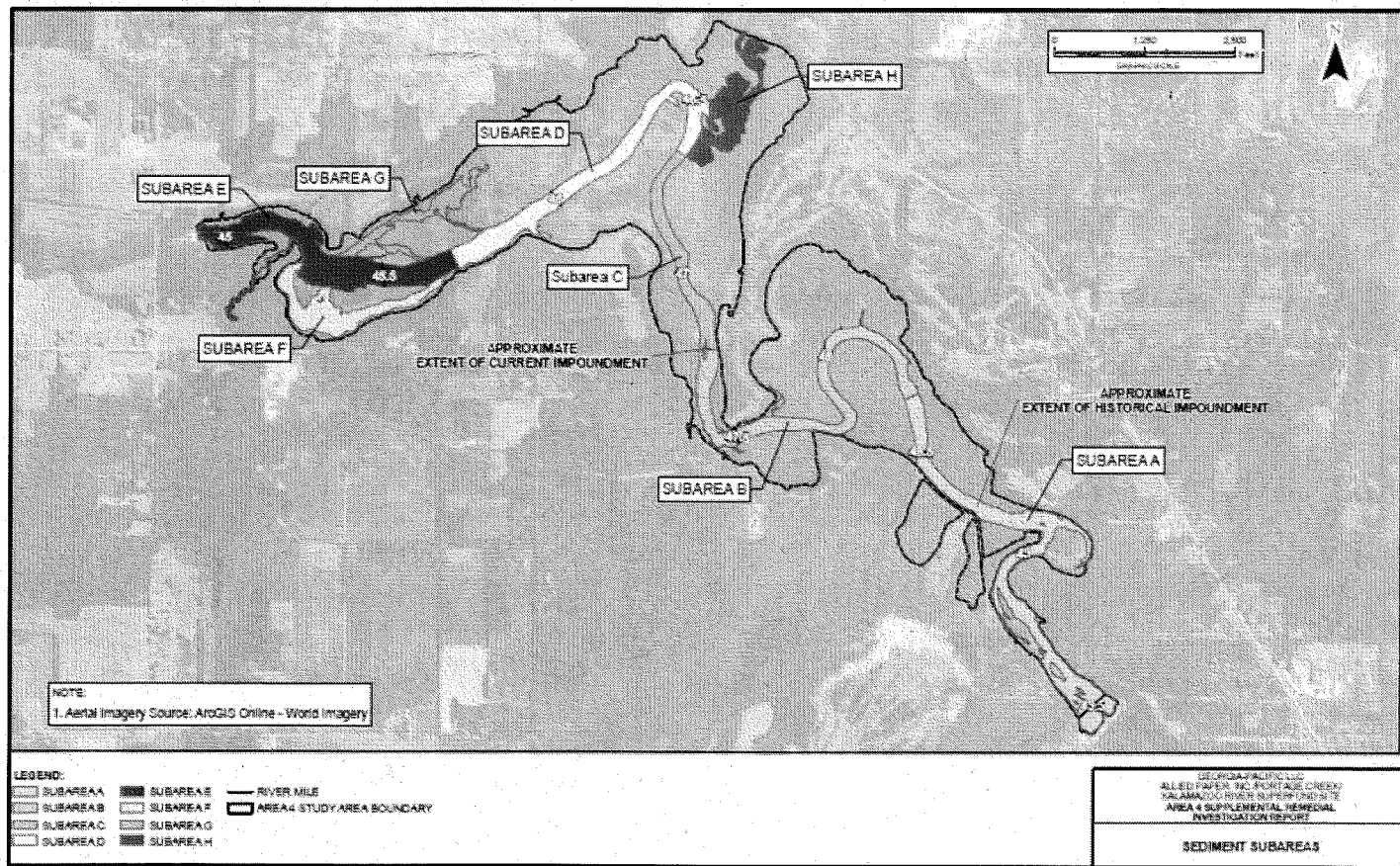
On Jan. 7, 2020, the Kalamazoo River Community Advisory Group (CAG) will be hosting an informational meeting where federal representatives will present details of the settlement and answer questions. The CAG is a group of community members established to represent the interests of the community and share information and recommendations on the site.

After the public comment period has ended and all public comments are received and reviewed, DOJ will ask the court to enter the consent decree in its current form or as modified based on the public comments and agreement by all parties.

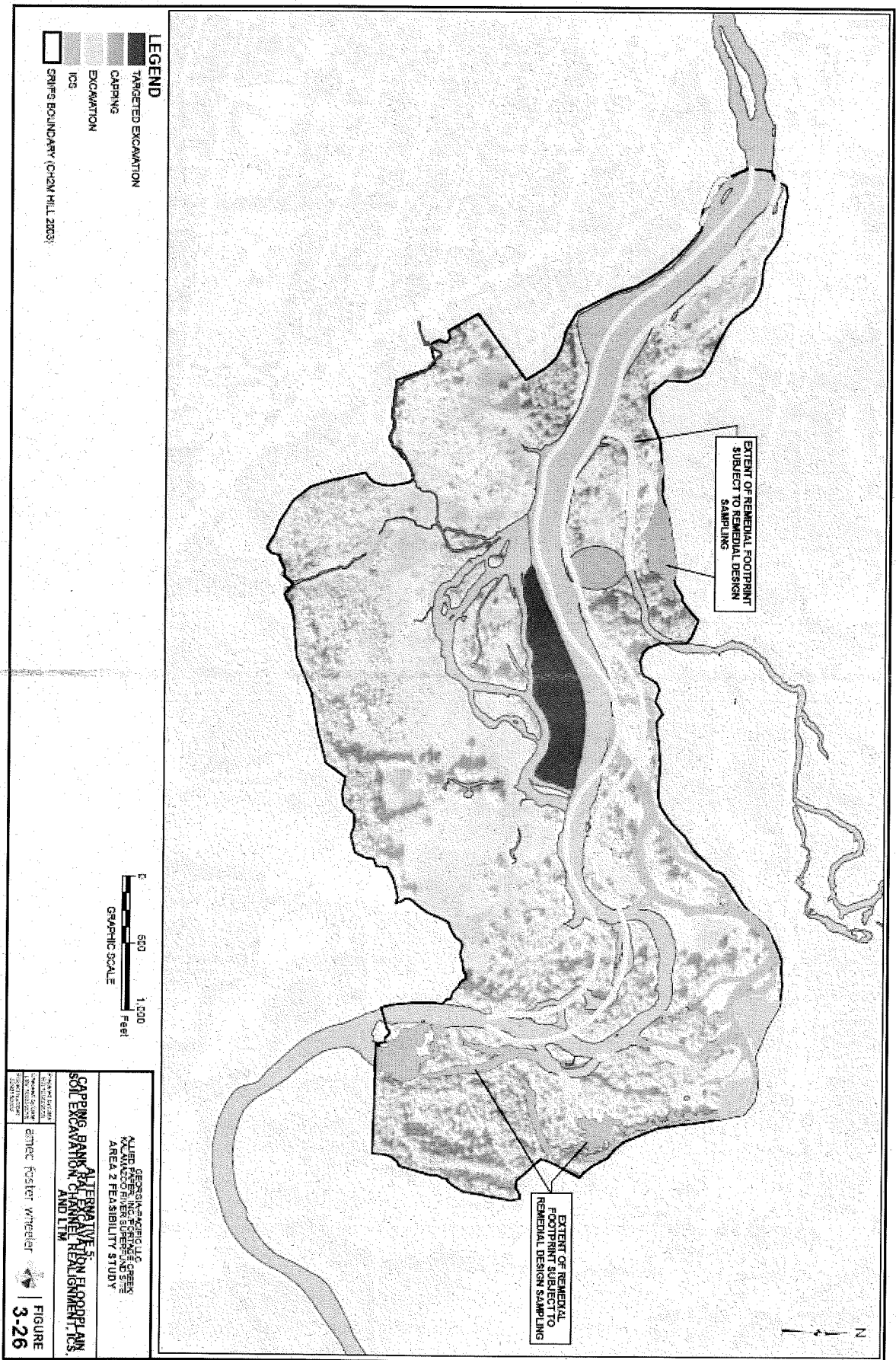


Trowbridge Dam.

For more information
 To learn more about the Allied Paper/Portage Creek/Kalamazoo River site, visit: www.epa.gov/superfund/allied-paper-kalamazoo.



Graphic showing Area 4.



Graphic showing EPA's selected cleanup Alternative A-5.

Learn More About the Proposed Settlement for Kalamazoo River

6 p.m. Tuesday, Jan. 7, 2020

The Kalamazoo River Community Advisory Group (CAG) will be hosting an informational meeting where federal representatives will present details of the settlement and answer questions.

The meeting will be held at:

Otsego Township Hall
400 N. 16th Street, Otsego

ALLIED PAPER/PORTRAGE CREEK/KALAMAZOO RIVER SITE: Proposed \$245 Million Settlement

RETURN SERVICE REQUESTED
BRIAN KELLEY CLERK
CITY OF PLAINWELL
211 N MAIN ST
PLAINWELL MI 49080

FIRST CLASS



23 DEC 2019 11:41 L

GRAND RAPIDS MI 495

Community Information Office
1300 Bluff St., Suite 140
Flint, MI 48504

United States
Environmental Protection
Agency



**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE GAS CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-20650**

- Consumers Gas Company requests Michigan Public Service Commission's approval for authority to increase its rates for the distribution of natural gas and for other relief.
 - The information below describes how a person may participate in this case.
 - You may call or write Consumers Gas Company, One Energy Plaza, Jackson, MI 49201, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Gas Company.
-

- A pre-hearing will be held:

DATE/TIME: **Thursday, January 9, 2020 at 10:30 AM**

BEFORE: **Administrative Law Judge Jonathan Thoits**

LOCATION: Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, Michigan 48917

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to reconsider Consumers Energy Company's (Consumers Energy) December 16, 2019 application requesting Commission approval for: 1) the adjustment of its retail natural gas rates so as to provide additional revenue of approximately \$245 million annually above the level established in Case No. U-20322 based on a projected 12-month test year ending September 30, 2021; 2) the adjustment of its existing retail natural gas rates so as to produce a rate of return on common equity of not less than 10.5%; 3) the Gas Revenue Decoupling Mechanism proposed by Consumers Energy; and 4) requested accounting authorizations and to recognize regulatory assets, as needed.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by January 2, 2020. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department, One Energy Plaza, Jackson, MI 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Consumers Gas Company's application may be reviewed on the Commission's website at: michigan.gov/mpscdockets, and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

[CONSUMERS ENERGY COMPANY HAS REQUESTED THE INCREASES AND OTHER PROPOSALS DESCRIBED IN THIS NOTICE. THE MICHIGAN PUBLIC SERVICE COMMISSION MAY GRANT OR DENY THE REQUESTED INCREASES AND OTHER PROPOSALS, IN WHOLE OR IN PART, AND MAY GRANT LESSER OR GREATER INCREASES THAN THOSE REQUESTED, AND MAY AUTHORIZE A LESSER OR GREATER RATE FOR ANY CLASS OF SERVICE THAN THAT REQUESTED.]

1912-G

Reports & Communications:

A. Resolution 2020-06 – Authorizing a Fee for Absent Voter Listings:

In the past, voter advocacy groups have requested absent voter listings for various reasons. The County charges a fee for generating such a list and recommends each local unit adopt a similar plan. The costs are appropriate because generating a list requires creation, customizing and redacting of voter information. The Administration recommend a \$25.00 fee for generating the list, which will be subject to annual review.

Recommended action: Consider adopting a resolution to authorize a \$25.00 fee for generating an absent voter listing.

B. DPS – Fire Turn-Out Gear Purchase

As part of departmental policy, turn-out gear is reviewed and replaced as needed. The department needs two (2) sets of turn-out gear and firefighter boots. Bids were solicited and two firms offered suitable gear meeting specifications.

Recommended action: Consider approving a purchase of two (2) sets of fire turn-out gear and two sets of firefighting boots from West Shore Fire Inc. for \$5,972.00.

C. WR – Replacement of Spare Chlorine Pump:

The Water Renewal Department uses pumps to feed chlorine for disinfecting effluent water. The spare pump in stock has been placed in service to replace a failed pump and needs to be replaced.

Recommended action: Consider approving a purchase from Kerr Pump Inc. for a replacement spare chlorine pump in the amount of \$4,555.00.

D. Contract for Information for Information Technology Services:

Clark Technical Services has provided information technology support to the city for many years. A professional services agreement has been drafted to formalize the services performed and the rates charged for those services.

Recommended action: Consider approving a contract with Clark Technical Services for information technology service and authorize the City Manager to execute the document on behalf of the city.

Reminder of Upcoming Meetings

- January 23, 2020 – Allegan County Board of Commissioners – 1:00pm
- January 14, 2020 – Plainwell DDA/BRA/TIFA Board – 7:30am
- January 15, 2020 – Plainwell Planning Commission – 7:00pm
- January 27, 2020 – Plainwell City Council – 7:00pm

Non-Agenda Items / Materials Transmitted

- EPA Newsletter – Proposed \$245 Million Settlement for River Cleanup
- Notice of Public Hearing – Consumers Energy Gas Customers