

City of Plainwell



Rick Brooks, Mayor
Lori Steele, Mayor Pro-Tem
Brad Keeler, Council Member
Todd Overhuel, Council Member
Roger Keeney, 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”

AMENDED AGENDA

City Council – Monday April 24, 2017
7:00 PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary** – 04/10/2017 Regular Meeting.
6. **General Public Comments**
7. **County Commissioner Report / Presentations**
 - A. **Commissioner Don Black**
 - B. **Judge William A. Baillargeon** – *State of Allegan County Courts*
8. **Agenda Amendments**
9. **Mayor's Report**
10. **Recommendations and Reports:**
 - A. **Resolution 17-13 – City Assessor Ted Gruizenga**
Council will consider the retirement of City Assessor Ted Gruizenga.
 - B. **Contract for Assessing Services**
Council will consider approving a three-year contract for Assessing Services, beginning May 1, 2017.
 - C. **DPW – Kenyon Park Fencing**
Council will consider approving a project for fencing at Kenyon Park.
 - D. **Pell Park – Plainwell Kayak Company License Agreement**
Council will consider a license agreement with Plainwell Kayak Company to rent space at Pell Park for river kayaking.
 - E. **Public Safety Job Descriptions**
Council will consider approving updates to Public Safety job descriptions.
 - F. **Brownfield Engineering & Planning Assistance**
Council will consider approving a project for engineering & planning assistance with Skeo Solutions, Inc. in an amount not to exceed \$7,000.
11. **Communications:** The March 2017 DPS Report and the 4/11/17 DDA-BRA-TIFA Minutes.
12. **Accounts Payable - \$35,395.29**
13. **Public Comments**
14. **Staff Comments**
15. **Council Comments**
16. **Adjournment**

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

The Island City
Plainwell is an equal opportunity provider and employer

MINUTES
Plainwell City Council
April 10, 2017

1. Mayor Brooks called the regular meeting to order at 7:01 PM in City Hall Council Chambers.
2. Scott Smith of Lighthouse Baptist Church gave the Invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-Tem Steele Councilman Keeler, Councilman Overhuel and Councilman Keeney. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, supported by Overhuel, to accept and place on file the Council Minutes and Summary of the 03/27/2017 regular meeting. On voice vote, all voted in favor. Motion passed.
6. General Public / County Commissioner Report:
Commissioner Don Black provided the Council information about the Allegan County Elder Fraud and Abuse Prevention Program including a phone if anyone of an Allegan County senior who may benefit from this program.
7. Presentations:
None.
8. Agenda Amendments: None
9. Mayor's Report: None.
10. Recommendations and Reports:
 - A. Clerk/Treasurer Kelley reported that Plainwell has again been named a Tree City USA. As part of the Arbor Day celebrations, Plainwell has identified Monday, April 24 for a local celebration honoring the late Mayor Joseph Dorgan with a tree planting in Sherwood Park at 11am.
A motion by Keeney, supported by Keeler, to adopt Resolution 17-12 setting Monday April 24, 2017 as Plainwell Arbor Day. On a voice vote, all in favor. Motion passed.
 - B. Superintendent Pond reported on a painting project in the secondary pump room as part of routine maintenance and that two (2) proposals were received.
A motion by Keeler, supported by Steele, to approve the project with Modernistic Restoration to clean and paint the secondary pump room for \$4,871. On a roll-call vote, all in favor. Motion passed.
 - C. City Manager Wilson briefed Council on the status of the roofing at City Hall and over the Mill. The project under consideration will help mitigate the deterioration of the roofs.
A motion by Steele, supported by Keeler, to approve the roof repair project at City Hall and the Mill with Carlyle Roofing for \$8,855. On a roll-call vote, all in favor. Motion passed.
11. Communications:
A motion by Steele, seconded by Overhuel, to accept and place on file the March 2017 Fund Balance, Investment and Water Renewal Reports, the DDA-BRA-TIFA minutes from 02/14/2017 and 03/14/2017, and the Parks & Trees Minutes from 02/16/2017 and 03/16/2017. On a voice vote, all in favor. Motion passed.

12. Accounts Payable:

A motion by Keeler, supported by Steele, that the bills be allowed and orders drawn in the amount of \$62,835.42 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments

None.

14. Staff Comments

Superintendent Pond reported the suspension of a capital project for repairing a hot water loop at the Water Renewal suspension due to cost overruns.

Clerk/Treasurer Kelley reported working on the budget.

City Manager Wilson also reported working on the budget.

15. Council Comments:

None.

16. Adjournment:

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

Minutes respectfully

Submitted by,

Brian Kelley

City Clerk/Treasurer

DRAFT

SUMMARY
Plainwell City Council
April 10, 2017

1. Mayor Brooks called the regular meeting to order at 7:00 PM in Council Chambers at City Hall.
2. Invocation was given by Scott Smith of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Brooks, Steele, Keeler, Overhuel, and Keeney. Absent: None.
5. Approved Minutes/Summary of 03/27/2017 regular meeting.
6. Adopted Resolution 17-12 setting Monday April 24, 2017 as Plainwell Arbor Day.
7. Approved a project with Modernistic Restoration to clean and paint the secondary pump room for \$4,871.
8. Approved a project with Carlyle Roofing to repair roofs at City Hall and Mill for \$8,855.
9. Accepted and placed on file the March 2017 Fund Balance, Investment and Water Renewal Reports, the DDA-BRA-TIFA Minutes from 02/14/2017 and 03/14/2017 and the Parks & Trees Minutes from 02/16/2017 and 03/16/2017.
10. Approved Accounts Payable for \$62,835.42.
11. Adjourned the meeting at 7:21 pm.

Submitted by,
Brian Kelley
City Clerk/Treasurer

The City of Plainwell is an equal opportunity provider and employer

Allegan County Board of Commissioners



County Services Building
3283 – 122nd Avenue
Allegan, MI 49010
269-673-0203 Main Office
269-686-5331 Main Fax
<http://www.allegancounty.org>

Dean Kapenga, Chairman
Tom Jessup, Vice Chairman

BOARD OF COMMISSIONERS MEETING – AGENDA

Thursday, April 13, 2017 – 1PM
Board Room – County Services Building
9AM

DISTRICT 1
Dean Kapenga
616-218-2599
dkapenga@
allegancounty.org

DISTRICT 2
Jim Storey
616-848-9767
jstorey@
allegancounty.org

DISTRICT 3
Max R. Thiele
269-673-4514
mthiele@
allegancounty.org

DISTRICT 4
Mark DeYoung
616-681-9413
mdeyoung@
allegancounty.org

DISTRICT 5
Tom Jessup
269-637-3374
tjessup@
allegancounty.org

DISTRICT 6
Gale Dugan
269-694-5276
gdugan@
allegancounty.org

DISTRICT 7
Don Black
269-792-6446
dblack@
allegancounty.org

DISCUSSION ITEMS:

1. New Team Member Introductions:
 - a. Lorna Nenciafini, Executive Director of Finance (*30 years municipality finance experience*)
 - b. Shawn Stenberg, Facilities Management Director (*20 years Army and Hayworth lean processes. "I want to make a difference in Allegan County", Shawn Stenberg.*)
2. Rock Tenn Update (*Sell to the highest bidder, of 3-6, reducing and or eliminating liabilities to Allegan County, to get the property back on the tax roll.*)
3. Budget (*Replace ; passed unanimously*)
 - a. Road Patrol Funding (*5-2 Jessup, Dugan*)
 - b. Road Patrol Funding (*1 27, 2017 5:00-9:00PM*)
4. 2017-18 Planning Continues (*Progress of commissioner projects*)
5. Administrative Update
6. CLOSED SESSION- Collective Bargaining

Action:

1. Hire broker to dispose of Rock Tenn including \$20,000 to cover costs. (*; passed 6-1- Jessup*)

1PM

CALL TO ORDER:

OPENING PRAYER: Commissioner Dean Kapenga

PLEDGE OF ALLEGIANCE:

PROCLAMATIONS: Child Abuse Prevention Month-April 2017

INFORMATIONAL SESSION:

Linda Lenaham, 5th District Court Administrator

ADMINISTRATIVE REPORTS:

CONSENT ITEMS:

1. Motion to approve of claims paid and to incorporate into proceedings of the Board (3/31/17 & 4/7/17 & 4/14/17) (*\$264,407.54, \$290,139.32, \$687,195.58; passed unanimously*)

Mission Statement

"The Allegan County Board of Commissioners shall plan, develop, and evaluate the necessary policies and resources to ensure our county continues to progress and prosper"

ACTION ITEMS:

1. Administration-2017-2018 Renewal Agreement/Liability Insurance (155-174) *(1-year \$468,362 for Property Value \$117,341,661 ; passed unanimously)*
 2. Board of Commissioners-approve 2017 West Michigan Enforcement Team Agreement (154-939) *(Renew agreement with Michigan Statement, Muskegon, Ottawa and Allegan County deals with drug use investigation; passed 6-1 Thiele)*
 3. Finance-transfer/close out Building Authority Funds (155-108) *(Close out ; passed unanimously)*
 4. Senior Services-approve Unit Rate Increase/In-Home Support Services (154-616) *(Increase from \$21 to \$23 2017 and \$24 2018 calendar rates ; passed 6-1 Thiele)*
-

DISCUSSION ITEMS:

1. Senate Bill No. 50 (*"Jail Savings Program", Reimbursing Allegan County \$35.00 per bed by state for housing prisoner Level I classification. Commissioner Storey requested. Commissioner Thiele reminded us that it cost \$54.00 in 2014 in the old jail. Why would we house people at our additional cost? Commissioner requested a current cost per day to house an inmate.*)
-

ELECTIONS:

ROUND TABLE:

- District-1-Dean Kapenga-*(Start 1:00pm on April 27-5:00pm at Allegan Township)*
- District-2-Jim Storey-*(Nothing)*
- District-3-Max R. Thiele-*(CMH resignation of a member and unfit members.)*
- District-4-Mark DeYoung-*(Blessed Easter)*
- District-5-Tom Jessup-*(Happy Easter)*
- District-6-Gale Dugan-*(Future agenda Kalamazoo River assessment)*
- District-7-Don Black-*(I requested 40 printed County Directories. Population in jail has exceeded law allowed on a few days. New jail has lowered liability costs due to classification ability.)*

District #7 Commissioner (616) 920-2875 Don Black Synopsis-April 13, 2017
(Comments in italics are my opinions and interpretation of the Commission meeting and actions)

Worry

Worrying doesn't take away tomorrow's troubles. It takes away today's peace.
-Unknown

ADJOURNMENT: Next Meeting - Thursday, April 27, 2017, 1PM @ **BOARD ROOM**
– **COUNTY SERVICES BUILDING, COUNTY SERVICES COMPLEX.**

**Resolution 17-13
City of Plainwell**

A RESOLUTION HONORING TED GRUIZENGA FOR 18 YEARS OF SERVICE

WHEREAS, the Charter of the City of Plainwell establishes a City Council, which constitutes the legislative and governing body of the City with the power and authority to adopt such ordinances and resolutions as it shall deem proper in the exercise of its power; and

WHEREAS, the City of Plainwell has enjoyed the services of Ted Gruizenga as City Assessor since December 1998; and

WHEREAS, Mr. Gruizenga intends to retire from the City of Plainwell as of April 30, 2017; and

WHEREAS, the City of Plainwell desires to recognize, honor and thank Mr. Gruizenga for his dedication and hard work toward the betterment of the Plainwell community.

NOW, THEREFORE, BE IT RESOLVED, that the Plainwell City Council extends its appreciation and best wishes to Ted Gruizenga. He has served the Plainwell community and its citizens well over these years.

YES:

NO:

ABSENT:

DATED: April 10, 2017

Richard Brooks, Mayor



"The Island City"

MEMORANDUM

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

TO: Erik J. Wilson, City Manager
FROM: Brian Kelley, City Clerk/Treasurer
DATE: April 24, 2017
SUBJECT: Assessing Services

ACTION RECOMMENDED: The City Council should consider accepting the low-bid Mike Richmond to provide assessing services for a 3-year period beginning May 1, 2017, at annual costs of \$15,600, \$16,800 and \$18,000, for years 1, 2 and 3, respectively, with the option of 3-year renewals.

The City's Assessor, Ted Gruizenga, is retiring effective May 1, 2017. As a result, the city issued a request for proposal that was distributed to the area County Equalization Directors and the Michigan Assessors Association. On April 5, 2017, the city received proposals for assessing services. Six (6) firms submitted bids, each of which was carefully reviewed. A bid tabulation and related evaluation is attached.

Based on several factors, I recommend awarding the bid to Mike Richmond. Mike has worked for and been trained by Ted and worked on the recent state-ordered reappraisal of all residential properties within the city. His experience with Plainwell and the contact with the previous assessor will prove very beneficial as the city continues to focus on property valuations.

Of the six proposals, three charged separately for the state-mandated annual 20% reappraisal of residential property. Of those, two were much more costly than the rest of the bidders. Four of the six proposals were from individuals who currently act as assessor. One proposal did not include a 3-year quote, as the others did. Based on the scoring criteria of expertise, time in the office, and cost, Mike Richmond's proposal tops the list in each of those categories. His knowledge of Plainwell certainly plays a factor, as well as his plan to staff the assessing office weekly, which is an increase from what we've had. Additionally, his proposal, over the 3-year term, offers no cost increase to the city, where all the other proposals were more costly from the existing contract.

Attachments: Bid Tabulation – Assessing Services
Bid Evaluation

City of Plainwell
Assessing Proposals - 2017
Bid Evaluations

Firm name	Evaluation criteria					Price				Total score
	Annual Office Hours	Mandatory elements	Expertise	Audit Approach	Technical score	First Year Assessing Services	3-year total cost of Assessing Services	3-year average Assessing Services	Price score	
1. Claudia Stirton	144	Y	90	80	170	\$ 26,380	\$ 81,538	\$ 27,179	80	250 (2)
2. Mike Robison	144	Y	75	85	160	18,000	63,000	21,000	90	250 (2)
3. Millenial Assessing LLC	116	Y	75	85	160	18,000	55,087	18,362	90	250 (2)
4. Mike Redmond	192	Y	95	85	180	15,600	50,400	16,800	95	275 (1)
5. Appraisals Plus Group LLC	144	Y	90	75	165	32,825	99,775	33,258	70	235
6. Debbie Rashid		N	90	70	160	43,050	NRP	#VALUE!	65	225

- Cost for years 2 and 3 were stated in the proposal to be based on CPI increases - for evaluation purposes, used 3% CPI
- Proposal was silent as to the number of office hours worked.
- Proposal did not include the number of office hours to be worked and specifically stated it was a one-year proposal only.

Mike Richmond

2520 Russett Drive Kalamazoo MI 49008

Phone (269) 352-8994

Friday March 10, 2017

To: City of Plainwell

From: Mike Richmond MAAO (3)

Re: Assessment Services

I have enclosed for your review my proposed agreement for Assessment Services. I am currently the Assessor of Record in Bloomingdale Township, and the City of Parchment. I also work for two different assessors in various municipalities, including the City of Dowagiac, City of Plainwell, and Texas Township.

I am a Licensed MAAO Assessor, and I have extensive field work experience in City of Plainwell, and also have a good working knowledge of the land valuation of the City. I was employed by the current Assessor, Ted Gruizenga in City of Plainwell, and he will continue to be a source of valuable input and guidance

I have provided a 3-year contract to provide City of Plainwell, to give the opportunity to be able to forecast the future costs of assessment administration. I hope you will find this agreement beneficial to your City. Per the requirements set forth in the Request for Proposals from The City of Plainwell, Please consider the First year Fee Schedule in Section 4.1.1 for consideration for a 1 year contract, with the same dates.

Sincerely,

Mike Richmond, MAAO

RECEIVED
MAR 10 2017

Plainwell City Clerk's Office

AGREEMENT FOR ASSESSMENT SERVICES

March 10, 2017

City of Plainwell

SECTION 1. INTENT

- 1.1 It is the intent of this agreement to establish the terms, conditions, and responsibilities of Mike Richmond hereinafter referred to as the "CONTRACTOR" and City of Plainwell hereinafter referred to as "City", for the performance of the duties regarding Assessment Services for the City.

SECTION 2. CONTRACTORS RESPONSIBILITIES

- 2.1 Contractor agrees to provide Assessment Administration Services and an Assessor at the certification level required by the State Tax Commission. If at such time the state requires an increased level of certification, contractor will provide an assessor to meet said level within the time guidelines provided by the State of Michigan. All work hereinafter designated as to be completed by "Assessor" will be completed by Michael Richmond designated Assessor of Record for the city. Any deputy assessor or assistants will be supplied at the Contractors own expense.
- 2.2 Contract will provide staff one day a week, to be spent in the City. These days would be split between office hours and fieldwork. Additional days may be required to complete the work but 1 day per week are designated for office hours and regularly scheduled fieldwork. In the event the Assessor or Deputy Assessor is unable to make the appointed days, the Assessor or Deputy Assessor will make up those days, except days, which fall on legal holidays, and days that the Township offices are closed. 4 days per year will be used for education and/or vacation.
- 2.3 Days in the office shall include the following:
 - 2.3.1 Days spent at the Michigan Tax Tribunal or Tax Tribunal Small Claims Cases.
 - 2.3.2 Board of Review attendance.
 - 2.3.3 During the month of March, the Assessors weekly responsibilities will be fulfilled by the Board of Review attendance. The March Board of Review will be scheduled to coordinate with the Assessors regular scheduled days if possible.
- 2.4 It is understood that The Assessor shall prepare the assessments for the ad valorem assessment roll and the Special Acts roll. The Contractor is not responsible for any other special assessment rolls, but will assist in the preparation and provide current information as requested. The Assessor will pick up new construction. This will be done through a physical review of new construction, through cooperation of the building department and through a review of building permits. A copy of all building permits will be provided for

the Assessor's use. All building permits must have the property code number entered on the permit. A copy of all building plans will be provided for all new construction.

- 2.5 The City shall also supply the Assessor with a copy of all fire calls involving improved properties, with property code numbers attached.
- 2.5 Eliminate across the board increases by developing new ECF's and land values and applying any future increases/decreases to the areas in which they belong.
- 2.6 Prepare sales studies using available data.
- 2.7 File all forms and reports in a timely manner.
- 2.8 Respond to all equalization studies.
- 2.9 Attend Board of Review meetings. The meetings will be cooperatively scheduled between the City and the Assessor.
- 2.10 July and/or December Board of Review: The Assessor shall prepare for and attend July and December Board of Reviews.
- 2.11 Defend all appeals to the Small Claims Division of the Michigan Tax Tribunal. This includes all appeals which exist or which may arise from the prior assessments. Upon termination of this contract, the City shall assume responsibility for any upcoming or ongoing appeals. A written summary will be provided for any unsettled petitions.
- 2.12 Any other appeals to the Tribunal that may require legal counsel will be supplied by the City. The City may employ another firm to prepare a supportable and defensible report. The Assessor will keep the City Manager informed of these appeals and supply the City manager with a recommendation.
- 2.13 The City will be required to supply legal counsel at their expense for Small Claims and Full Tribunal hearings, should the need arise.
- 2.14 Establish good public relations and work with and educate property owners in an attempt to eliminate adversary situations.
- 2.15 Conduct a personal property canvass to ensure that the personal property roll reflects equity. The Contractor will provide certified personal property examiners if personal property audits are determined to be necessary and will request audits be conducted by the county if certified personnel are available.
- 2.16 The STC is currently requesting, but not requiring, a mass re-inspection every five years. See Section 4.14 for details regarding this requirement

- 2.17 The Contractor shall provide all necessary personal transportation and field equipment to perform the assessing functions.
- 2.18 The Contractor shall prepare an estimate for the City of items not covered under this agreement.

SECTION 3. TIME FRAME

- 3.1 This agreement for assessment services shall begin on May 1st, 2017 and conclude April 30th, 2020. The City and the Contractor may cancel this agreement upon 60 days written notice. Both parties may renegotiate this agreement 60 days prior to its conclusion.
- 3.2 The Contractor/Assessor will be required to perform the assessing duties under the laws, rules, and guidelines in existence as of the signing of this contract. Should the laws, rules, and or guidelines change during the term of this contract, then the Contractor and City shall be afforded the opportunity to renegotiate this contract.

SECTION 4. SERVICE FEES

4.1 The City shall pay a fee for the Assessment Services as follows:

- 4.1.1 Year 1 May 1st, 2017 to April 30th, 2018. \$1300.00 per month
- 4.1.2 Year 2 May 1st, 2018 to April 30th, 2019. \$1400.00 per month
- 4.1.3 Year 3 May 1st, 2019 to April 30th, 2020. \$1500.00 per month

4.1.4 The State Tax Commission now requires that Assessor's field check 20% of the parcels in a unit, and this requirement is included in the above fee schedule.

4.1.5 This agreement shall be renewed every 3 years upon mutual agreement by both parties..

Payment for Assessment Services will be made utilizing the rates listed in sub-sections 4.1.1 – 4.1.4. Payment will be made to the Contractor on the 1st Thursday of each month for services to be performed. An Invoice will be supplied to the City to be approved for payment prior to each monthly payment.

It is understood that the Contractor of assessment services is not an employee of the City and will provide a W-9 with all required information. Any work performed by sub contractors will be the responsibility and paid by the contractor.

4.2 Fee for mapping services as follows:

- 4.2.1 If the Contractor/Assessor is required to approve/deny parcel splits, the Contractor reserves the right to split any fee charged by the City. The parcel split applications must include accurate surveys, sketches and legal descriptions and will be required to update the parcel database and maps.

SECTION 5. CITY RESPONSIBILITIES

- 5.1 The City shall provide property description cards containing needed initial information such as property number, legal description, owner, and address information, as well as all the present existing data and measurements.
- 5.2 The City shall provide appropriate tax maps, office space and furniture, and telephone during the duration of the contract as well as a copying machine, office supplies, and postage and mailing service if necessary.
- 5.3 The City shall supply computer hardware and software to perform the pricing function. The City must maintain the hardware and software through a regular maintenance program. The City must back up the system on a regular basis with alternate tapes or disks. Any data loss as a result of hardware or software problems must be replaced at the City's expense.
- 5.4 The City shall provide clerical support for customary correspondence, servicing simple inquiries, and Board of Review Minute taking and preparation. (Typically the Board of Review President is the secretary of the Board of Review)

Mike Richmond – MAAO (3)
Contractor

YES NO
Record of City Approval

Date

Date

City of Plainwell

Rick Brooks, Mayor
Lori Steele, Mayor Pro-Tem
Brad Keeler, Council Member
Roger Keeney, Council Member
Todd Overhuel, Council Member



“The Island City”

Department of Public Works
126 Fairlane Street
Plainwell, Michigan 49080
Phone: 269-685-9363
Fax: 269-685-7278
Web: www.plainwell.org

To: Erik Wilson, City Manager
From: Rick Updike, Public Works Superintendent
Date: April 20, 2017
Re: Team Bench Fences at Kenyon Park

The City recently solicited prices to replace the 4' fences in front of the team benches at Kenyon Park with 6' fences. There are 3 fields with 2-50' lengths of fence at each field for a total of 300' of fence. The existing fences are not commercial quality and have been broken down by misuse and they are now they are a safety hazard. The Department of Public Works suspects that players are climbing over the 4' fences instead of walking around them.

The department believes that using 6' fences will prevent players from scaling them and breaking them down. DPW will remove the existing fences, scrap them and prep the area for new fences. Quotes received are as follows;

Contractor	Price
Wright Fence	\$4,124.91
Farm n' Garden	\$4,500.00

I recommend Council approve the fence replacement quote from Wright Fence for \$4,124.91.

The Wright Fence Company L.L.C.
 8984 E G Ave
 Kalamazoo, MI 49048
 Ph 269-806-7583 www.thewrightfence.com
 Fx 269-665-9540 james@thewrightfence.com



Proposal/Contract: 17-00144

Print Date:04/20/17 JIM

Proposal Date:04/20/17

Salesperson:JIM

PLAINWELL, CITY OF(Cust.No:N1317)
 Denise Siegel
 211 N Main St
 Plainwell,MI 49080 / 269-685-6821

Qty	Item Description	Price
-----	------------------	-------

Dear CITY OF PLAINWELL,

We are pleased to quote on your fencing requirements. We propose to supply and install the following:

100 linear ft. of Standard 6' chainlink fence. Materials as follows: Fabric: 2" X 9 Gauge X 6' Galvanized. End

Post: 2 1/2" X 9' 20. Line Post: 2" X 8' 20. Top Rail: 1 5/8" X 21' 20.

\$826.97

12 Concrete< Unit Price: 4.00>

\$48.00

Labor to install above fence

\$500.00

Should you decide to favor us with a commitment to this proposal, we require a 1/2 deposit. Balance of the funds is due upon com

All over due balanes are subject to finance charges at a rate of 1.5% per 30 days.

All utility lines must be marked before work will commence. If lines are not marked by the scheduled installation date, a re-schedu

Location of all property lines are the responsibility of the client.

--

 Item Total: \$1,374.97
 Sales Tax (+\$0.00): \$1,374.97
 Total: \$1,374.97

Should you decide to favor us with a commitment to this proposal, we require a deposit of 1/2 of the total when contract is signed.
 For special order materials, the deposit will be equal to the total of the materials needed for the fence project.
 Balance of contract is due upon completion of fence. All overdue invoices will be charged 1.5% per 30 days overdue.
 Fence is to follow contour of the land.
 All utility lines must be marked before construction will begin. If the lines are not marked by the scheduled installation, a re-schedule fee might apply.
 All property line locations are the responsibility of the owner and must be located before construction will begin.
 All underground watering lines need to be located and marked by the owner.
 Wright Fence is not responsible for repairing unmarked watering lines.

Brian Kelley

From: Rick Updike
Sent: Thursday, April 20, 2017 2:58 PM
To: Brian Kelley
Subject: FW: Quote

From: Jim Fox [<mailto:jimfox@fngfenceandgarden.com>]

Sent: Thursday, April 20, 2017 12:30 PM

To: Rick Updike

Subject: Re: Quote

I would budget around \$15/foot. If it starts getting really cut up, like a lot of stretches then bump that up to \$18-\$19/foot. Time frame would be the biggest issue right now. We are scheduling installs into early June at the present time.

On 4/19/2017 4:12 PM, Rick Updike wrote:

Jim,

I need 300' of 6" fence installed as protection for players on benches at our softball field. Can you quote a per foot price for 6' commercial grade fence installed please?

--

This message has been scanned for viruses and dangerous content by [MailScanner](#), and is believed to be clean.

--

Thank You,

Jim Fox
FNG Fence & Garden
A Farm N Garden Company

--

This message has been scanned for viruses and dangerous content by [MailScanner](#), and is believed to be clean.

License Agreement
Between City of Plainwell
and
Plainwell Kayak, LLC, Lois Huechert

It is hereby agreed by and between the Plainwell Kayak, LLC of Plainwell, MI, and the City of Plainwell, 211 N. Main St. Plainwell, MI, as follows:

1. The City of Plainwell grants Plainwell Kayak, LLC the use of 201 N. Main Street, excluding boiler room and public bathroom, for the purpose of operating a Kayak rental business.
2. It is understood that Plainwell Kayak LLC will be utilizing adjacent parking lots, docks, parks and other amenities.
3. Plainwell Kayak LLC agrees to abide by all City ordinances and policies. Any modifications to property (signage, lighting etc.) must be pre-approved by the City.
4. The term of this License Agreement shall remain in effect until October 31, 2017 or unless modified prior to expiration.
5. Plainwell Kayak LLC will pay the City of Plainwell \$100 per month for use of property.
6. Plainwell Kayak LLC will properly maintain the property and keep it clear of debris and garbage. The City of Plainwell will pick up any garbage produced in conjunction with the business.
7. Building repairs shall be the responsibility of the City of Plainwell. Plainwell Kayak LLC will not attempt repair work on the property but will promptly notify the City of any issues.
8. Plainwell Kayak LLC recognizes the City of Plainwell might need to use the property and will require all equipment to be emptied. The City of Plainwell will strive to ensure this is an uncommon occurrence and unless an emergency occurs, will provide two weeks' notice.
9. It is further agreed by and between the parties hereto that this License shall not be assigned without the written consent of the City.
10. Plainwell Kayak LLC will carry liability insurance suitable to the City and will name the City of Plainwell as additionally insured.

Dated this _____ day of _____, 2017 at Plainwell, Allegan County, Michigan.
City of Plainwell:

Erik Wilson, City Manager

Lois Huechert, Plainwell Kayak, LLC

Brian Kelley, City Clerk/Treasurer

Lois Heuchert

269.352.4725

loisheuchert@live.com

My name is Lois Heuchert and I am asking for your approval to open a kayak rental business in Plainwell. Your consideration would allow me to utilize the “kayak barn” that is on city property. This letter is to give you a bit of my background and business intent.

I began my career with The Upjohn Company over 35 years ago upon graduation from Kansas State University. I had a robust career in sales, sales training, sales management, U.S. & International marketing; these experiences have served me well and I believe have prepared me to be able to develop my own business. I moved to Kalamazoo over 20 years ago as a National Sales Trainer and have been here since. I have been retired for over two years.

I expect to be moved to Plainwell no later than spring pending the sale of my home in Portage. This allows me to be “local” which I believe will be important to properly manage the business.

The first time I kayaked the Kalamazoo River I couldn't believe what a beautiful clean river it was and the 3 hour ride seemed perfect to relax and enjoy the scenery. Later that year I took a shorter trip from Plainwell to Otsego. I was again amazed at the beauty of the river yet it had a much different look of grasslands vs. the tree lined river banks from D Avenue! My biggest question is why aren't more people using this natural resource?

My vision is to provide a kayak rental service that will allow more folks to enjoy a trip to & from Plainwell on the river. The service would be open Monday, Wednesday, Friday, Saturday, & Sunday from Memorial Day – Labor Day. The hours would be 10 AM – 6 PM pending needed adjustments due to business demand. We would utilize the docks on both sides of the dam in front of city hall. This would bring people to downtown Plainwell as they would park by the kayak barn and the service would take them to D Avenue to begin the trip to Plainwell or launch at City Hall and pick them up in Otsego.

I have a business plan that I would be happy to review with anyone who is interested. Upon approval to conduct business in the kayak barn I would begin the process to develop & launch the business. I believe that this business would bring people to Plainwell from at least a 30 mile radius. It is my intent to ensure it is additive to the vision and goals of the City of Plainwell. If I could provide any additional information please don't hesitate to contact me.

The opportunity to develop a kayak rental company in Plainwell Michigan is attractive for three reasons:

- 1 The location on the beautiful Kalamazoo River & Mill Race allows the offering of a 3 hours (D Ave. Launch) & 1 1/2 hr trip from PW City Hall to Otsego) that will allow a fun time with family & friends.
- 2 The City of Plainwell has a structure to accommodate the business base also providing parking, restrooms, and two docks available at the City Hall location.
- 3 Provide an economic return for the owner, employees, and create additional commerce for the City

The following pages will show estimated start up cost & projected revenue based on the following assumptions for year one

- 1 The business would be open M,W,F,S from Memorial Day - Labor Day from 10 - 6 PM with special trips available outside of those times and dates by appointment
- 2 One employee is paid an estimated \$15/hour (taxes and other fees figured in if necessary) each hour the business is open. I will also work with the employee creating 2 people at all times the business is Figuring 25% of the available days would be rain days (43 = 32 weekdays) & the business would operate (18 = 13 weekends)
- 3 Start up costs & inventory is minimum to keep costs reasonable
- 4 September weekends only in addition to seasonal weekly schedule 5 total
- 6 Fees for year 1 are low to attract business

Estimated Start Up Costs

10 Single Kayaks @ \$450	\$	4,500
2 Tandem Kayaks @ \$600	\$	1,200
15 Paddles @ \$25	\$	375
Coast Guard Certified Life Vests @ \$20 per		
Adult S/M	3 \$	60
Adult M/L	3 \$	60
Adult XL	3 \$	60
Adult XXL	3 \$	60
	\$	-
hourse collar Childs S	1 \$	20
hourse collar Child M	1 \$	20
hourse collar Child L	2 \$	40
horse collar infant	1 \$	20
Trailer	\$	2,000
GMC Jimmy to pull trailer	N/C	
iPad & square software	\$	1,500
LLC application & fees	\$	1,000
Boat Registration w/ County	\$	160
Liabilty Insurance	\$	500
Trailer Licenses	\$	200
Logo development & Social Media	\$	1,500
Web development & management	\$	1,000
Total	\$	14,275

Estimated Revenues based on the assumptions on page 1

Kayak Rental Fees - Includes Paddles & Life Vests

1 1/2 Hour Trip

Single Boat	\$	20
Tandem	\$	35

3 Hour Trip

Single Boat	\$	35
Tandem Boat	\$	65

We would charge a \$10 fee to trailer boats of individuals who want to be dropped off or picked up only

Weekday Average (average \$ of short & long trips)

6 single boats/day @ \$30	\$	180
3 tandem runs/day @ \$50	\$	150
	\$	330

32 weekdays \$ 10,560

Weekend Average (average \$ of short & long trips)

20 single boat runs @ \$30	\$	600
8 tandem boat runs @ \$50	\$	400
	\$	1,000

13 weekends \$ 13,000

Total Est. Revenue (Yr 1) \$ 23,560

Year 1 Gross Revenue \$ 23,560

Expenses

Labor
8 hrs @ 15/hr. \$ 120
32 weekdays \$ 3,840
13 weekends \$ 3,120

Gas - \$100/week \$ 1,300

Adjusted Gross \$ 15,300

Investment repayment \$ 3,600

Net Profit \$ 11,700

* Start up expenses to be paid back yearly over 4 years

CITY OF PLAINWELL
Job Description

Public Safety Deputy Director

Supervised By: Public Safety Director, City Manager

Supervises: All department personnel except the Director

FLSA Status: Non Exempt

Position Summary:

Under the general direction of the Public Safety Director, the Deputy Director is second in command of police and fire operations. Deputy Director assumes the lead of agency in the absence of the Director. Supervises and directs agency personnel engaged in delivery of law enforcement, fire and medical first responder services. In the absence of a named department Detective, the Deputy Director serves as the department's Chief Investigative Officer. Performs follow-up investigation of felonies and other assigned cases. Visits crime scenes, preserves evidence, interviews witnesses and suspects, follow-up on leads and frequently appears in court to present evidence and give testimony.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must demonstrate the ability to perform each essential function satisfactorily.

1. Assist the Director in planning and organizing activities of the Public Safety Department, providing general law enforcement, criminal investigations, fire suppression and prevention and emergency medical services. Assist with the hiring, supervision, training, evaluation and discipline of all agency employees.
2. Assist in setting goals for agency, establishing policies and procedures, handling grievances, disciplining subordinates, preparing the budget, and periodically reviewing equipment for safety and purchasing new equipment as needed.
3. Responsible for scheduling public safety officers shift assignments, ensuring full coverage which includes managing time off request. Performs public safety officer regular patrol shift duties when necessary.
4. Reviews agency reports for accuracy, content and takes lead on all criminal investigations, necessary follow ups and general case management.
5. Utilizes preemptive means to identify or to discourage crime. Checks pawnshops, second-hand shops, junkyards and other businesses or locales to identify stolen property.

6. Works closely with the business community to discourage criminal activity. Gives or oversees presentations concerning victimization, alerts business owners concerning scams and aggressively pursues cases of bad checks.
7. Assist with citizen complaints, internal affairs investigations. Follows up on complaints related to violations of laws or policies by agency personnel and initiates remedial action as required.
8. Enforces criminal, and traffic laws and ordinance violations. Answer calls for law enforcement assistance, investigates criminal activity and arrest violators in accordance with applicable laws.
9. Searches for, collects and preserves evidence at crime scenes. Locates and interviews victims and witnesses. Identifies suspects, obtains warrants and exercises powers of arrest. Prepares cases for court and testifies, as directed.
10. Responds to fire alarms, rescues, determining route to be taken, making decisions as to methods of combating fires, and directing firefighting work.
11. Responds to and supervises personnel and resources responding to a Medical First Responder (MFR) calls for service. Stabilizes patients using established procedures and assist ambulance personnel.
12. Responds to fire calls and functions as a professional firefighter, and supervises personnel and resources. Drive fire apparatus, operates pumps and equipment, lays hose, erecting ladders and performs fire combat, containment and suppression tactics.
13. Participates in a wide variety of training classes and curriculum including law enforcement and firefighting techniques, emergency medical, hazardous materials and other related functions.
14. Assist in developing pre-emptive action plans. Inspects facilities to develop pre-plans, and assists in developing plans for emergency preparedness, hazardous communications and emergency response.
15. Assumes the duties and responsibilities of the Director of Public Safety in their absence.
16. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's degree or equivalent in Criminal Justice, Public Administration, Fire Science or related field. Additional post –Bachelor degree, training in public safety leadership.
- Must have minimum of (5) years of public safety operations experience with at least (5) years prior command experience; or commensurate experience may be considered.
- Possess certifications as a Police Officer by Michigan Commission on Law Enforcement Standards
- State of Michigan Firefighter I & II, Fire Officer III and Medical First Responder, or the ability to achieve such certification within 3 year of appointment.
- A valid Michigan vehicle operator's license.
- Thorough knowledge of the principles, practices and techniques of modern police science to establish and maintain effective law enforcement operations.
- Possess comprehensive working knowledge department apparatus, all firefighting equipment, fire streams, water supply, ventilation techniques, salvage and overhaul techniques, emergency medical protocols and treatment.
- Acquires and retains a thorough knowledge of the City, including streets, buildings, unusual hazards and related items.
- Possess thorough knowledge of the Incident Command System, and ability to perform position duties assigned.
- Ability to respond to emergencies and attend meetings at any hour.
- Ability to react quick and calmly in emergencies and to direct the work of involvement with dangerous and potentially dangerous situations.

Physical Demands:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will range from sitting in an office or vehicle to exercising the strength, mobility, dexterity and stamina associated with apprehending criminals and suppressing fires. Physical demands for this job may include limited or frequent standing, walking and sitting; stooping, kneeling, crouching and crawling; running, grappling, climbing, balancing and bending/twisting; reaching, feeling, talking and hearing. Lifting, carrying, pushing/pulling: 50 pounds or more. Handling, grasping and fingering: gun, handcuffs, fire hose, ladders, performing CPR, utilizing patient lifting devices, etc.

While performing the duties of this job, the employee is required to maintain the ability to walk up and downstairs, utilize protective equipment, including eyewear, footwear, respiratory aid, hard hat, gloves, and protective clothing.

- Adequate vision to function in rapid paced maneuvering, including in situations of low light, heavy smoke, and glare.
- The employee is regularly required to communicate with others in person and on the telephone or radio, clarity of hearing and speech sufficient for rapid-fire in-person and radio communications during emergency management, including often noisy situations.
- Manual dexterity sufficient for grappling with varied emergency sites, operation of fire-fighting equipment such as fire hose and ladders, medical emergency equipment, communications equipment, operate office equipment including use of computer keyboard; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.
- Overall physical health, personal mobility and reflexes for handling rapidly moving situations where quick maneuvering in less than ideal situations involving obstacles, run for long periods of time, challenging climbing requirements and structural collapse can be decisive.
- Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous situations.

Work Environment:

The employee may be exposed to outside weather conditions and, on fire scenes, may be exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; burns; explosives; intense heat; extreme cold, vibration; and other highly dangerous situations. Workplace environment may be confined. The noise level in the work environment can range from quiet in the office to very loud in the field. Subject to 24 hour call in.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

ACKNOWLEDGMENT

I, (print your name) _____ acknowledge that the aforementioned job description has been presented to me; I have read the job description, certify I can perform these functions and I will use this description as an outline and guide of the expectations and requirements of my position.

Signature of Employee

Date

March 28, 2017

**CITY OF PLAINWELL
Job Description**

**Public Safety Officer
Public Safety Fire Captain**

- Supervised By:** Public Safety Director or Deputy Director, May also receive supervision from the City Manager.
- Supervises:** May act as Shift Supervisor as assigned (as PS Officer)
Fire Lieutenant, Sergeants and Firefighters (as PS Fire Captain)
- FLSA Status** Non-Exempt

General Summary:

Under the supervision of the Public Safety Director or Deputy Director, this is a dual position within the Police and Fire functions of the Public Safety Department. Both positions are unique in their tasks. Supervisor roll is directly related to the Fire Captain position. An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform these jobs successfully, an individual must be able to perform each essential function satisfactorily.

PUBLIC SAFETY OFFICER

Position Summary:

Performs responsible law enforcement, fire suppression and emergency response. Maintains order, regulates traffic, protects life and property, prevents crime and disorder and provides assistance for emergency medical calls, fire incidences and accidents.

Essential Job Functions:

1. Patrols on foot, bicycle or in a radio equipped vehicle to prevent crime, protect life and property, and enforce motor vehicle operation and parking regulations.
2. Answers calls for assistance and restores order. Investigates reports of criminal activity.
3. Issues violation notices for parking, speeding, ordinance, and other violations or infractions, or arrests violators in accordance with applicable laws.
4. Assists in the apprehension of wanted persons. Guards prisoners and assumes responsibility for their safety and personal property while in custody.

5. Searches for, collects and preserves evidence at crime scenes. Locates and interviews victims and witnesses. Identifies suspects, obtains warrants and exercises powers of arrest. Prepares cases for court and testifies, as directed.
6. Responds to calls for emergency medical assistance. Stabilizes patients using established procedures and assists ambulance personnel in accomplishing orderly and timely patient transport.
7. Responds to fire calls and functions as a professional fire fighter. Drives fire apparatus, operates pumps and equipment, lays hose and performs fire combat, containment and suppression tactics.
8. Participates in a wide variety of training classes and curriculum including fire suppression techniques, firearms, physical control tactics, emergency medical, hazardous materials and other functions.
9. Prepares and maintains reports of accidents, complaints, offenses, and other incidents. Assists in the prosecution of suspects. Attends court proceedings as necessary to testify regarding criminal investigations or traffic enforcement activities.
10. Assists in developing pre-emptive action plans. Inspects facilities to develop fire pre-plans, and assists in developing plans for emergency preparedness, hazardous communications and emergency response.
11. Acquires and retains a thorough knowledge of the City, including streets, buildings, water supply, unusual hazards and related items.
12. Performs general maintenance work in the upkeep of fire and police facilities, equipment, and grounds.
13. Coordinates activities and exchanges information with other law enforcement agencies and obtains advice from the City Attorney, Court Administrator and Prosecutor's Office regarding cases and procedures.
14. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A High School Diploma or equivalent.
- Certification as a Police Officer by the Michigan Commission on Law Enforcement Standards.

- A State of Michigan certification as a Firefighter I & II.
- A State of Michigan certification as a Medical First Responder.
- A valid Michigan vehicle operator's license.
- Knowledge of the principles, practices and techniques of modern law enforcement.
- Knowledge of the laws and regulations applicable in municipal police work and skill in enforcing them in routine and emergency situations.
- Knowledge of City ordinances and processes for achieving code compliance.
- Knowledge of the basic rules of evidence and other legal procedures applicable in the prosecution of crimes.
- Knowledge of modern firefighting methods and techniques.
- Knowledge of geography, streets and facility locations within the City.
- Skill in the operation of police and fire vehicles and related apparatus.
- Ability to maintain poise and professionalism in stabilizing and treating emergency patients and accident victims.
- Ability to make sound, independent decisions when no assistance is available.
- Ability to exercise good judgement, initiative and resourcefulness and maintain effective working relationships with the public, elected officials, community leaders, victims, detainees and other professionals.
- Ability to react calmly to police, fire and other emergency situations and to follow standard procedures.
- Ability to work effectively under stress in emergency and confrontational situations.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to respond to emergency calls at non-conventional hours, weekends or holidays.
- Ability to obtain licensure in the use of a Breathalyzer.

PUBLIC SAFETY FIRE CAPTAIN**Position Summary:**

The Fire Captain functions as third in command and takes lead in the absence of the Director or Deputy Director, as a working supervisor, responsible for management, direction, coordination and evaluation of the actions of fire service personnel at emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, fire prevention inspections, training and in-station activities. The Fire Captain is responsible for the selection of proper strategies and implementation of appropriate tactics in the mitigation of emergency incidents, and is accountable for the safety and well-being of firefighter personnel.

Essential Job Functions:

1. Responds to fire alarms, rescues, determining route to be taken, making decisions as to methods of combating fires, and directing firefighting work.
2. Responds to Medical First Responder (MFR) calls for service and supervises responding personnel and resources. Stabilizes patients using established procedures and assist ambulance personnel.
3. Supervises and functions as a professional firefighter able to drive fire apparatus, operate pumps and equipment, lay hose, erect ladders and perform fire combat containment and suppression tactics.
4. Maintains order and discipline in station and at emergency scenes, inspecting equipment, supervising fire personnel, and enforcing the adherence of the rules and regulations of this agency.
5. Direct and coordinates all agency training activities, prepares training schedule, manages the Medical First Responders certifications and continuing education credits.
6. Prepare and complete reports in a timely manner; proficient in the use of the agency's fire and medical reporting software.
7. Assist the Director and Deputy Director in long-range planning and implementation of agency's acquisition of new fire service, medical equipment, and personnel needs.
8. Establishes and maintains the highest level of customer service by providing a positive working relationship with all stakeholders.
9. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School Diploma or equivalent;
- Valid Michigan driver's license, attended MFFTC apparatus driving course or its equivalent, in-house training and be approved by the Director.
- Possess State certifications: Firefighter I & II, Fire Officer III, Hazardous-Material Operations and Medical First Responder. Additional under graduate coursework in related field that could lead to a college degree, or the ability to achieve such certification within (2) years of appointment.
- Possess extensive knowledge of fire behavior, firefighting safety, effective firefighting tactics and ability to access and implement this knowledge during high stress, time critical events.
- Minimum of (5) years of firefighting experience with at least (2) years prior command experience.
- Possess comprehensive working knowledge of department apparatus, all firefighting equipment, fire streams, water supply, ventilation techniques, salvage and overhaul techniques, emergency medical protocols and treatment.
- Possess thorough knowledge of the Incident Command System, and ability to perform position duties assigned.
- Ability to react quick and calmly in emergencies and to direct the work of subordinates in emergency situations.
- Considerable knowledge of the geography, streets, hydrant locations and important locations in city and surrounding areas.
- Knowledge of the agency rules, policies, procedures and guidelines.

PUBLIC SAFETY OFFICER/FIRE CAPTAIN

Physical Demands:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of both the Public Safety Officer and the Fire Captain positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will range from sitting in an office or vehicle to exercising the strength, mobility, dexterity and stamina associated with apprehending criminals and suppressing fires. Physical demands for this job may include limited or frequent standing, walking and sitting; stooping, kneeling, crouching and crawling; running, grappling, climbing, balancing and bending/twisting; reaching, feeling, talking and hearing. Lifting, carrying, pushing/pulling: 50 pounds or more. Handling, grasping and fingering: gun, handcuffs, fire hose, ladders, performing CPR, utilizing patient lifting devices, etc.

While performing the duties of this job, the employee is required to maintain the ability to walk up and downstairs, utilize protective equipment, including eyewear, footwear, respiratory aid, hard hat, gloves, and protective clothing.

- Adequate vision to function in rapid paced maneuvering, including in situations of low light, heavy smoke, and glare.
- The employee is regularly required to communicate with others in person and on the telephone or radio, Clarity of hearing and speech sufficient for rapid-fire in-person and radio communications during emergency management, including often noisy situations.
- Manual dexterity sufficient for grappling with varied emergency sites, operation of fire-fighting equipment such as fire hose and ladders, medical emergency equipment, communications equipment, operate office equipment including use of computer keyboard; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.
- Overall physical health, personal mobility and reflexes for handling rapidly moving situations where quick maneuvering in less than ideal situations involving obstacles, run for long periods of time, challenging climbing requirements and structural collapse can be decisive.
- Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous situations.

Work Environment

The employee may be exposed to outside weather conditions and, on fire scenes, may be exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; burns; explosives; intense heat; extreme cold, vibration; and other highly dangerous situations. Workplace environment may be confined. The noise level in the work environment can range from quiet in the office to very loud in the field. Subject to 24 hour call in.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

ACKNOWLEDGMENT

I, (print your name) _____ acknowledge that the aforementioned job description has been presented to me; I have read the job description, certify I can perform these functions and I will use this description as an outline and guide of the expectations and requirements of my position.

Signature of Employee

Date

March 28, 2017

**CITY OF PLAINWELL
Job Description**

**Public Safety Officer
Public Safety Fire Lieutenant**

Supervised By: Public Safety Director, Deputy Director or Captain.
May also receive supervision from the City Manager.

Supervises: May act as Shift Supervisor as assigned (as PS Officer)
Fire Sergeants and Firefighters (as PS Fire Lieutenant)

FLSA Status: Non-Exempt

General Summary:

Under the supervision of the Public Safety Director or Deputy Director, this is a dual position within the Police and Fire functions of the Public Safety Department. Both positions are unique in their tasks. Supervisor roll is directly related to the Fire Lieutenant position. An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform these jobs successfully, an individual must be able to perform each essential function satisfactorily.

PUBLIC SAFETY OFFICER

Position Summary:

Performs responsible law enforcement, fire suppression and emergency response. Maintains order, regulates traffic, protects life and property, prevents crime and disorder and provides assistance for emergency medical calls, fire incidences and accidents.

Essential Job Functions:

1. Patrols on foot, bicycle or in a radio equipped vehicle to prevent crime, protect life and property, and enforce motor vehicle operation and parking regulations.
2. Answers calls for assistance and restores order. Investigates reports of criminal activity.
3. Issues violation notices for parking, speeding, ordinance, and other violations or infractions, or arrests violators in accordance with applicable laws.
4. Assists in the apprehension of wanted persons. Guards prisoners and assumes responsibility for their safety and personal property while in custody.

5. Searches for, collects and preserves evidence at crime scenes. Locates and interviews victims and witnesses. Identifies suspects, obtains warrants and exercises powers of arrest. Prepares cases for court and testifies, as directed.
6. Responds to calls for emergency medical assistance. Stabilizes patients using established procedures and assists ambulance personnel in accomplishing orderly and timely patient transport.
7. Responds to fire calls and functions as a professional fire fighter. Drives fire apparatus, operates pumps and equipment, lays hose and performs fire combat, containment and suppression tactics.
8. Participates in a wide variety of training classes and curriculum including fire suppression techniques, firearms, physical control tactics, emergency medical, hazardous materials and other functions.
9. Prepares and maintains reports of accidents, complaints, offenses, and other incidents. Assists in the prosecution of suspects. Attends court proceedings as necessary to testify regarding criminal investigations or traffic enforcement activities.
10. Assists in developing pre-emptive action plans. Inspects facilities to develop fire pre-plans, and assists in developing plans for emergency preparedness, hazardous communications and emergency response.
11. Acquires and retains a thorough knowledge of the City, including streets, buildings, water supply, unusual hazards and related items.
12. Performs general maintenance work in the upkeep of fire and police facilities, equipment, and grounds.
13. Coordinates activities and exchanges information with other law enforcement agencies and obtains advice from the City Attorney, Court Administrator and Prosecutor's Office regarding cases and procedures.
14. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A High School Diploma or equivalent.
- Certification as a Police Officer by the Michigan Commission on Law Enforcement Standards.

- A State of Michigan certification as a Firefighter I & II.
- A State of Michigan certification as a Medical First Responder.
- A valid Michigan vehicle operator's license.
- Knowledge of the principles, practices and techniques of modern law enforcement.
- Knowledge of the laws and regulations applicable in municipal police work and skill in enforcing them in routine and emergency situations.
- Knowledge of City ordinances and processes for achieving code compliance.
- Knowledge of the basic rules of evidence and other legal procedures applicable in the prosecution of crimes.
- Knowledge of modern firefighting methods and techniques.
- Knowledge of geography, streets and facility locations within the City.
- Skill in the operation of police and fire vehicles and related apparatus.
- Ability to maintain poise and professionalism in stabilizing and treating emergency patients and accident victims.
- Ability to make sound, independent decisions when no assistance is available.
- Ability to exercise good judgement, initiative and resourcefulness and maintain effective working relationships with the public, elected officials, community leaders, victims, detainees and other professionals.
- Ability to react calmly to police, fire and other emergency situations and to follow standard procedures.
- Ability to work effectively under stress in emergency and confrontational situations.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to respond to emergency calls at non-conventional hours, weekends or holidays.
- Ability to obtain licensure in the use of a Breathalyzer.

PUBLIC SAFETY FIRE LIEUTENANT**Position Summary:**

The Fire Lieutenant functions as a working supervisor responsible for management, direction, coordination, and evaluation of actions of firefighters at emergency medical incidents, fire-related incidents, hazardous materials incidents, public education events, fire prevention inspections, training, in-station activities. The Fire Lieutenant assist in determining proper strategies and implementation of appropriate tactics in the mitigation of emergency incidents, and is accountable for the safety and well-being of firefighter personnel. Assumes command in the absence of higher ranked command personnel.

Essential Job Functions:

1. Assist in coordinating agency training activities, Participates in training exercises and classroom lectures, prepares, and conducts trainings.
2. Responds to and supervises personnel and resources responding to a Medical First Responder (MFR) calls for service. Stabilizes patients using established procedures and assist ambulance personnel.
3. Ensures operational readiness and function of personnel, apparatus and equipment.
4. Ensures apparatus after run inspection sheets and personnel attendance are completed after a response activity is completed.
5. Responds to fire calls and functions as a professional firefighter. Drive fire apparatus, operates pumps and equipment, lays hose, erecting ladders and performs fire combat, containment and suppression tactics.
6. Assumes command in the absence of higher ranked command personnel.
7. Assist in developing pre-emptive action plans. Inspects facilities to develop pre-plans, sends incident planning worksheets to facilities and schedule tours.
8. Coordinates hydrant and water flow inspections, and maintains records in agency reporting software.
9. Prepare reports and is proficient in the use of the agency's fire and medical reporting software, and reports are completed in a timely manner.
10. Considerable knowledge of the geography, streets, hydrant locations and important locations in city and surrounding areas.
11. Knowledge of the agency rules, policies, procedures and guidelines.
12. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High School Diploma or equivalent.
- Valid Michigan driver's license, attended MFFTC apparatus driving course or its equivalent, in-house training and be approved by the Director.
- Possess State certifications: Firefighter I & II, Fire Officer III, Hazardous-Material Operations and Medical First Responder, or the ability to achieve such certification within (2) years of appointment.
- Possess extensive knowledge of fire behavior, firefighting safety, effective firefighting tactics and ability to access and implement this knowledge during high stress, time critical events.
- Minimum of (5) years of firefighting experience.
- Possess comprehensive working knowledge of department apparatus, all firefighting equipment, fire streams, water supply, ventilation techniques, salvage and overhaul techniques, emergency medical protocols and treatment.
- Possess thorough knowledge of the Incident Command System, and ability to perform position duties assigned.
- Ability to react quick and calmly in emergencies and to direct the work of subordinates in emergency situations.
- Considerable knowledge of the geography, streets, hydrant locations and important locations in city and surrounding areas.
- Knowledge of the agency rules, policies, procedures and guidelines.

PUBLIC SAFETY OFFICER/FIRE LIEUTENANT**Physical Demands:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of both the Public Safety Officer and the Fire Lieutenant positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will range from sitting in an office or vehicle to exercising the strength, mobility, dexterity and stamina associated with apprehending criminals and suppressing

fires. Physical demands for this job may include limited or frequent standing, walking and sitting; stooping, kneeling, crouching and crawling; running, grappling, climbing, balancing and bending/twisting; reaching, feeling, talking and hearing. Lifting, carrying, pushing/pulling: 50 pounds or more. Handling, grasping and fingering: gun, handcuffs, fire hose, ladders, performing CPR, utilizing patient lifting devices, etc.

While performing the duties of this job, the employee is required to maintain the ability to walk up and downstairs, utilize protective equipment, including eyewear, footwear, respiratory aid, hard hat, gloves, and protective clothing.

- Adequate vision to function in rapid paced maneuvering, including in situations of low light, heavy smoke, and glare.
- The employee is regularly required to communicate with others in person and on the telephone or radio, Clarity of hearing and speech sufficient for rapid-fire in-person and radio communications during emergency management, including often noisy situations.
- Manual dexterity sufficient for grappling with varied emergency sites, operation of fire-fighting equipment such as fire hose and ladders, medical emergency equipment, communications equipment, operate office equipment including use of computer keyboard; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.
- Overall physical health, personal mobility and reflexes for handling rapidly moving situations where quick maneuvering in less than ideal situations involving obstacles, run for long periods of time, challenging climbing requirements and structural collapse can be decisive.
- Mental alertness is important because of the need to make fine distinctions and decisions concerning subtle cues to impending danger. Physical and mental demands may change dramatically within a few seconds and tax the maximum of human endurance. Therefore, the employee must maintain a physical and mental state of fitness and readiness that will enable them to handle recurrent contacts and involvement with dangerous and potentially dangerous situations.

Work Environment:

The employee may be exposed to outside weather conditions and, on fire scenes, may be exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; burns; explosives; intense heat; extreme cold, vibration; and other highly dangerous situations. Workplace environment may be confined. The noise level in the work environment can range from quiet in the office to very loud in the field. Subject to 24 hour call in.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

ACKNOWLEDGMENT

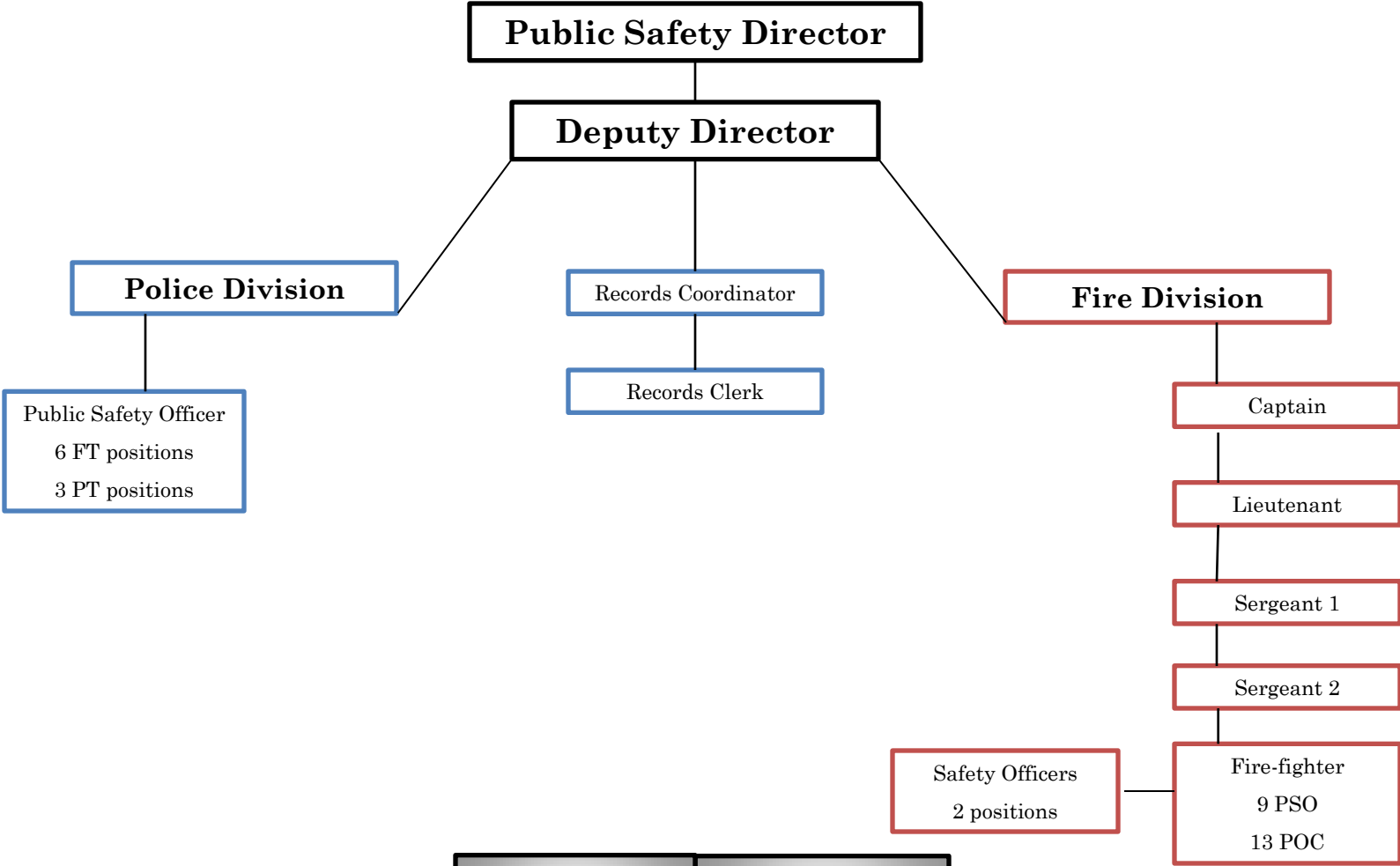
I, (print your name) _____ acknowledge that the aforementioned job description has been presented to me; I have read the job description, certify I can perform these functions and I will use this description as an outline and guide of the expectations and requirements of my position.

Signature of Employee

Date

March 28, 2017

Plainwell Public Safety Organizational Chart



9 Full-time • 1 Director • 1 Deputy Director • 6 PSO • 1 Administration	19 Part-time • 3 PSO • 2 Fire Safety Officers • 13 POC • 1 Records Clerk
--	---



Plainwell Department of Public Safety

March 2017 Monthly Report



The photo on the left is PSO Jeff Welcher and FF Dillon Thomas extinguishing a chimney fire on Floral St. Right PSO Rantz and Welcher on foot patrol at RWE during Art Hop.

Submitted By: Director Bill Bomar



February 2017 Report Summary

Community Events:

On March 10th during Art Hop there was a lot of foot traffic down town. Officer Rantz and Welcher were on foot patrol for the event and received a lot of positive comments. They were also asked to pose for the photo on the front page while they were in RWE.

Director Bomar hosted a local Girl Scout troop on March 14 for a tour of the Public Safety Department and a questions answering session.

Training:

On March 8 we had a joint training with Gun Plain and Otsego Fire Departments scheduled, but because of the high winds and multiple fire calls it was canceled. During that time we responded to six calls for service. We were also able to squeeze in some Hazardous Material Training.



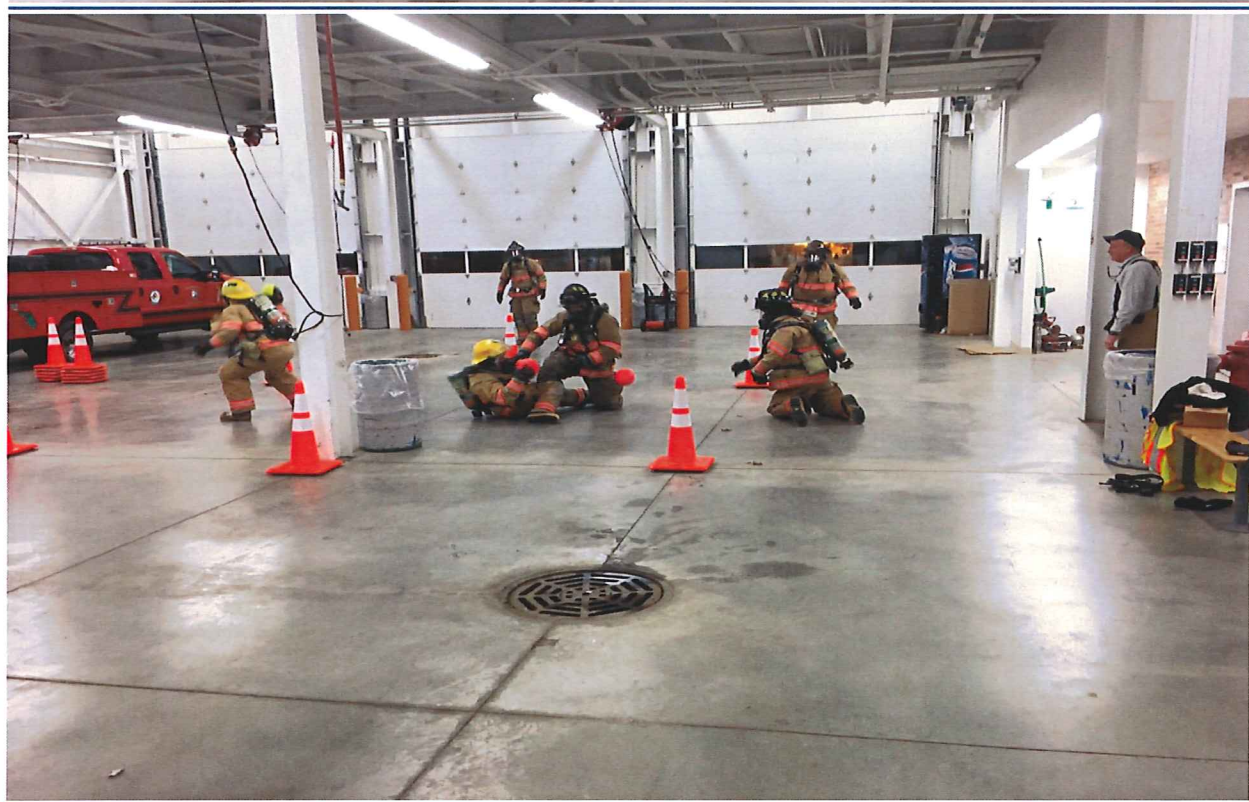
The photo above is the training crew setting up the hazardous material deacon tent in 6 min time on training day.

On March 22-23, from **1pm – 5pm**, the Public Safety officers were presented an officer safety program called VALOR by PSO Luthy. In 2010, the Bureau of Justice Assistance (BJA) VALOR Officer Safety Initiative was created in response to the startling increase in felonious assaults that have taken the lives of many law enforcement officers. VALOR provides all levels of law enforcement with tools to help prevent violence against law enforcement officers and to enhance officer safety, wellness, and resiliency.

Practical Applications taught to Plainwell PSOs include: Mental Health and Wellness, Pre-incident indicators of Potential attacks, Ambush attacks, Foot Pursuits, Professionalism in Law Enforcement, the Syrian Conflict and the Resulting Terror Threat at Home. These are just a few of the topics that are taught this month. We train in this annually to keep Officer Minds sharp and alert, as well as on the cutting edge of progressive law enforcement theory and training.

On March 22-23, from **6pm-9pm**, PSO Rantz and Det/Sgt. Varley managed a search and rescue training tied in with a team building drill. This occurred at our station; we blacked out the firefighters mask to represent heavy smoke conditions. We then set up a series of obstacles for the fire fighters to work their way through. At the end of the course was a downed firefighter. The rescue firefighters would then hook up the buddy breathing system to the downed firefighter while blinded. We then finished up training with a team building drill. During this drill we incorporated dodgeball with firefighting. While in full fire gear the firefighters ran to where their SCBA were located and then donned the SCBA. Then they ran to the dodgeball and played the game. The game was very competitive, strenuous, and a lot of fun. PSO Welcher came up with idea of mixing dodgeball with firefighting.

Below; Public Safety Officers Playing Dodgeball during a Team building exercise.



Foot Patrol

While on foot patrol in the area of Anderson St and E Bridge, Officers Welcher and Rantz observed two highly intoxicated people trying to get into their car and drive away. The Officers reported that the individual that was going to drive had a BAC of .28. The officers called for a cab for these two individuals. The Officers actions more than likely prevented an accident or worse. Through the investigation it was found that these people were drinking at several bars including one in Plainwell. The bar tender was given a verbal warring and Det/Sgt. Varley followed up with the bar owner.

For the month of March the total time spent on Foot Patrol was 17 hours. During foot patrol the officers had contact with 360 citizens; this also included bar checks.

Traffic Issue:

This month we have been dealing with several traffic issues, such as the ongoing “no thru traffic” behind the old police department. There have been reports of vehicles running the bus stop lights on East Bridge St during child pick up in the morning. We have scheduled extra patrol in the problem area’s all month. The “no thru traffic” issue is still being dealt with. There have been 87 verbal warnings given in the last month. The overwhelming response is that the drivers claim they did not see the new sign. We are working with City Manager Erik Wilson and Department of Public works Superintendent Rick Updike who has suggested putting up flags at the new signs. We have received several positive comments from citizens who work at Plainwell Auto and patrons who are going to the Old Plank Road Inn and Dance Kraze. We have written about 10 citations for avoiding a traffic control device in the last week of March. We will continue to monitor these areas of concern.

Notable Incidents:

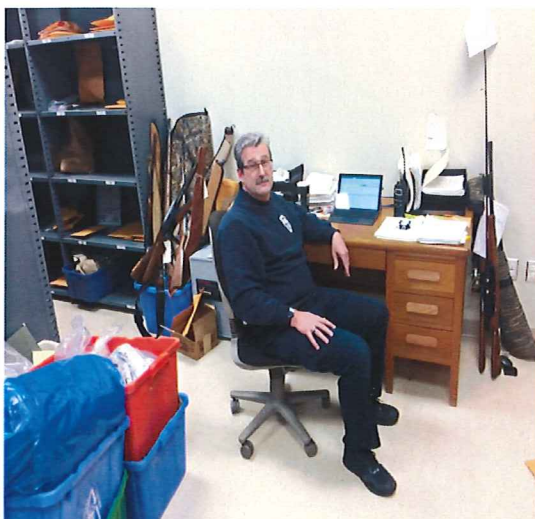
On March 9, Kalamazoo County was involved in a high speed pursuit north bound on HWY 131. The speeds were excess of 100mph. The suspects ramped off at M89 and crossed all four lanes before they crashed, rolling over several times. Two of the suspects fled the scene. Officer Rantz tracked the suspects on foot and apprehended them hiding under the Kalamazoo Bridge north of the accident.

We responded to an individual on W Bridge St with a compound fracture of the lower leg. Officer Welcher and Rantz went back the victims home two days later and gave her a stuffed animal from the Public Safety Department. The officers said "it made her day".

Investigations:

For the month of March Det/Sgt Varley cleared 17 cases with arrest warrants. Two cases were resolved between the suspect and the victim with Det/Sgts Varley's guidance to avoid prosecution. There are three cases open with further investigations ongoing. Four cases have been closed due to no suspects or evidence that will lead us to an arrest at this time. There is a lot of credit card fraud going on at this time. We urge everyone to keep an eye on their credit card during the transaction. The transaction should occur in the open and not swiped in two different card readers. In most of these cases I track the suspect to Grand Rapids or Kalamazoo.

Miscellaneous:



This month PSO Aaron Chapman (Evidence Officer) and Det/Sgt. Varley performed our yearly audit of the evidence room. Twenty four hours was spent completing this audit of every piece of property, and destruction of evidence from adjudicated cases. The audit was less time consuming from past years because PSO Chapman created a

paperless evidence tracking system. PSO Chapman saved the department thousands of dollars by his ingenuity. We currently have over 1050 pieces of evidence in storage at this time. The majority of this evidence is from felony cases. At this time we have 57 guns that were taken off the street. Twenty two of those weapons are set for destruction, along with several pounds of narcotics.



The above photo is our state of the art pre evidence room with pass through lockers. To the right Director Bomar shows the girl scouts a fire truck.



PSO Welcher and Rantz make a new friend after a MFR call this month.



PLAINWELL PUBLIC SAFETY

Police, Fire and Medical First Responder Services

MONTHLY REPORT

March 2017

Prepared by Director Bill G. Bomar

Plainwell Department of Public Safety

Scheduled Hours By Activity for March 2017

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

Total Hours
1,171

Percentage of Total Hours

TOTAL ROAD PATROL HOURS SCHEDULED FOR THE MONTH

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

Totals of all the below mentioned areas.

HOURS SPENT INVESTIGATING OR HANDLING CRIMINAL COMPLAINTS

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

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

93 7.98%

HOURS SPENT INVESTIGATING OR HANDLING NON-CRIMINAL COMPLAINTS

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

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

300 25.60%

HOURS SPENT ON SUPPORT OR PERIPHERAL ACTIVITIES

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

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

588 50.22%

TOTAL UNOBLIGATED PATROL HOURS

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

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

190 16.21%

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

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

981 83.79%

Plainwell Department of Public Safety

Complaints/Activities for March 2017

ARRESTS

CUSTODIAL ARRESTS	16	<i>An individual taken into custody for a criminal offense and jailed for that offense.</i>
ARREST COUNTS	18	<i>Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).</i>

TRAFFIC ENFORCEMENT & CITATIONS

HAZARDOUS CITATIONS	12	<i>Uniform Law Citations issued by officers to individuals for moving traffic violations.(Drag racing, Speeding, etc.)</i>
NON-HAZARDOUS CITATIONS	16	<i>Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)</i>
DRUNK DRIVING CITATIONS	1	<i>This is an activity that we specifically monitor that would normally be considered a hazardous citation.</i>
PARKING CITATIONS	2	<i>Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.</i>
VERBAL WARNINGS	44	<i>Traffic enforcement where no citation was issued but warnings were given.</i>
TOTAL TRAFFIC CITATIONS/WARNINGS	75	

COMPLAINTS

ORIGINAL DISPATCH COMPLAINTS	202	<i>Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.</i>
PATROL INITIATED COMPLAINTS	18	<i>Complaints observed by the officer while on patrol or came to their attention by personal observation.</i>
TOTAL COMPLAINTS	220	

OTHER ACTIVITIES

MOTORISTS ASSISTS	221	<i>Motorist contacts caused by mechanical breakdown or similar problem.</i>
PROPERTY INSPECTIONS	9	<i>Checks of homes or business specifically requested by a home or business owner.</i>
MOTOR VEHICLE ACCIDENTS	6	<i>Total motor vehicle accidents both on public roads or private property.</i>
COMMERCIAL BUILDING SECURITY CHECK	6,941	<i>Nightly security inspections of business' conducted by officers to assure windows and doors are locked.</i>
FOUND UNSECURED	0	<i>The number of business' found unlocked or unsecured.</i>

Classification of Crimes Reported

File Class	CRIMES AGAINST PERSON	March	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	2	4
1200	Robbery	0	1
1300	Aggravated & Non-Aggravated Assault	5	13
PROPERTY CRIMES			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	0	4
2300	Larceny	4	15
2400	Motor Vehicle Theft	0	0
2500	Forgery/Counterfeiting	0	0
2600	Fraudulent Activities	2	7
2700	Embezzlement	0	0
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	2	7
3500	Violation of Controlled Substances Act	1	3
MORALS/DECENCY CRIMES			
3600	Sex Offenses (Other than Sexual Assault)	0	0
3700	Obscenity	0	0
3800	Family Offenses	0	1
4100	Liquor Violations	0	1
PUBLIC ORDER CRIMES			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	0
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	0	0
5000	Obstructing Justice	3	10
5200	Weapons Offenses	0	2
5300	Public Peace	4	14
5400	Traffic Investigations - Any Criminal Traffic Complaints	5	16
5500	Health and Safety	4	11
5600	Civil Rights	0	0
5700	Invasion of Privacy	3	3
6200	Conservation Law Violation	0	0
7300	Miscellaneous Criminal Offense	0	0
GENERAL NON-CRIMINAL			
9100	Juvenile/Minor/School Complaints	0	0
9200	Civil Custody	0	0
9300	Traffic Non-Criminal (Reports Only - Does not include Citations Issued)	13	36
9400	False Alarm Activation	3	10
9500	Fires (Other than Arson)	3	4
9700	Accidents, All Other	0	0
9800	Inspections, Unfounded FIRS	30	100
9900	General Assistance (All Except Other Police Agencies)	60	162
9911 & 9912	General Assistance (Other Police Agencies)	48	129
FIRS	Medical First Responder	28	81



March Reports for Plainwell Department of Public Safety

PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION

The Plainwell Department of Public Safety was dispatched to 48 calls for assistance outside the city limits of Plainwell by Allegan County Central Dispatch.

These calls were classified as priority 1 assists.

Fire Suppression/Call Out Incident Report

Date	Dispatch Time	Arrival Time	Location	Incident Type	Actions taken	Apparatus	PSO	POC
3/3/17	1453	1455	284 Kim Street	Medical	Medical	Personal vehicle	4	4
3/4/17	1747	1754	144 Floral Street	Structure fire	Extinguish	E-17, E-11	2	7
3/9/17	1702	1703	111 Prospect	Tree on fire	Extinguish	E-17	7	11
3/10/17	1739	1755	125 S. Farmer Street	Stand by	Stand by	E-11	3	5
3/12/17	1858	1902	145 Orchard Street	Medical	Medical	E-17, E-11	3	4
3/18/17	0756	0758	409 Naomi Street	Medical	Medical	Patrol car	3	3
3/25/17	1202	1204	336 Union Street	Gas leak	Ventilate, investigate	E-11	3	5
3/26/17	0851	0854	691 W. Bridge Street	Cooking fire/smoke	Investigate	Patrol car	1	0

Calls for Service at Plainwell Schools

Plainwell High School: 5
684 Starr Road

Gilkey School: 2
707 S. Woodhams Street

Plainwell Middle School: 3
720 Brigham Street

Starr Elementary: 3
601 school Drive

Early Childhood Development: 0
307 E. Plainwell Street

Renaissance School: 2
422 Acorn Street

Admin, Maintenance & Bus Garage: 1
600 School Drive

Plainwell Adult Ed: 1
798 E. Bridge Street

COPY

4-5-17

DEAR CHIEF OF POLICE FOR PLAINWELL,

I WANT TO WRITE THIS LETTER TO YOU ABOUT OFFICER JEFF WELCH AND OFFICER DAVID WHO WORKS WITH JEFF.

I BROKE BOTH MY ANKLES FALLING IN MY GROUP HOME. JEFF CAME TO THE CALL AND HE HELD MY HAND THRU THE ORDEAL BECAUSE I WAS REALLY SCARED.

I AM NOW IN LIFE ^{CARE} CENTER OF PLAINWELL FOR REHAB.

JEFF AND DAVID COME SEE ME ON A REGULAR BASIS AND WHEN THEY COME THEY REALLY LIFT MY SPIRITS! I REALLY APPRECIATE THESE VISITS VERY MUCH!

I THANK THE WHOLE POLICE DEPT. FOR THE CARE BEAR YOU ALL GAVE ME. I LOVE HER.

YOU HAVE A GREAT BUNK OF OFFICERS THAT WORK FOR YOU!!!

I APPRECIATE ALL YOU ALL DO FOR ME!
TAKE CARE!!!

FROM,
Lori Elkins

Dear officer

Ramptz. I wanna start

by thanking you for your
Service. I'd also like to thank
you for showing me kindness
and giving me respect the
day you pulled me over. You
taught me a valuable
lesson that day. I'll never forget
it.. I hope you know how
much it meant to me for you
to help and comfort me
during that time. You're
truly an awesome officer.

Thank you!!

Sorry about my bad hand
writing!

 COPY



Hope
HOPE YOU CAN FEEL

THE WARM THOUGHTS
OF CARING AND SUPPORT

THAT SURROUND YOU
TODAY AND EVERY DAY.

Take Good Care

Minutes
Plainwell DDA, BRA and TIFA:
April 11, 2017

1. Call to Order - Meeting called to order at 7:33 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call
Members Present: Jim Turley, Erik Wilson, EJ Hart, Paul Rizzo, Adam Hopkins, Zelda Schippers, Nick Larabel & Tracee Dunlop
Excused: Mayor Rick Brooks,
4. Approval of Minutes of 02/14/2017 minutes
5. General Public: Lois Heuchert, Barb Betchel
6. Chairman's Report: Larabel provided updates on the cleanup of the Mill Site and concerns about not having a firm representing the City during the cleanup phase.
7. BRA Action Items
 - A. **Motion to accept accounts payable for March of \$619.95 was made by Wilson and seconded by Rizzo. Motion carried.**
 - B. **A motion to allow the City Manager and Chairman Nick Larabel to move forward with the process of selecting and hiring a firm for representation for the city during the cleanup phase of the Mill Site, not to exceed \$7,000 was made by Hart and seconded by Rizzo. Motion carried.**
8. DDA Action Items
 - A. **Motion to accept accounts payable for the month of March of \$1,050.12 was made by Hart and seconded by Rizzo. Motion carried.**
 - B. Business proposal for the Plainwell Kayak business. Lois Heuchert's business plan for a Kayak service was submitted to the board for approval of renting out the Fannie Pell storage shed for her business location. **A motion was made by Schippers to move forward with a lease for use of the storage shed to Plainwell Kayak. Seconded by Turley. Motion carried.**
 - C. Discussion regarding creating a business directory/tri-fold for Plainwell was presented, with the cost not exceeding \$1,000. **A motion by Hart to move forward with the development of the brochure, and asking the businesses for a \$10 donation to help fund the brochure. Seconded by Dunlop. Motion carried.**
9. TIFA Action Items
 - A. **Motion to accept accounts payable for the month of March of \$568.37 was made by Larabel and seconded by Hart. Motion carried.**
 - B. Round table discussion for the Industrial park businesses is an ongoing discussion and Wilson will talk with Rotary about hosting the first one.
 - C. Discussion on the need for more property in the Industrial Park and how we can acquire more land. This is an ongoing discussion.
10. Communications:
2/27/17 and 03/13/17 Council Minutes and Financial Report/summary as of 03/31/17 was approved and placed on file.
11. Public Comments: Barb Betchel, Plainwell Diner, mentioned the Diner is now closed and the abatement and demolition will begin this week.

12 Staff Comments:

None given

Member Comments:

Turley brought to our attention that Consumers Power and Michigan Gas have been working on a power outage that interrupted service to Hiemstra's Joes, and RWE for a period of 2-3 days. The sidewalk between Joe's and RWE is torn up with caution tape and cones placed around the hole. Waiting on word of what may have caused the outage.

13. Adjournment: **A Motion by Dunlop supported by Rizzo to adjourn the meeting at 8:50 a.m. was made and passed.**

Submitted by Denise Siegel, Community Development Manager

04/20/2017 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
 POST DATES 04/24/2017 - 04/24/2017
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
000624	AIS CONSTRUCTION-JOHNDEREER POWERPLN W41294	GMC SALT TRUCK REPAIR	764.70
TOTAL FOR: AIS CONSTRUCTION-JOHNDEREER POWERPLN			764.70
001645	ALEXANDER CHEMICAL CORPORATION SCL 10016350	ANNUAL PURCHASE OF CHLORINE & SULFUR DIOXIDE	(800.00)
	SLS 10057640	ANNUAL PURCHASE OF CHLORINE & SULFUR DIOXIDE	1,534.00
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			734.00
000044	ALL-PHASE ELECTRIC 3505-545643	BALLAST FOR WELCOME SIGN	91.43
TOTAL FOR: ALL-PHASE ELECTRIC			91.43
002571	AL-PAR PEAT INC 0093781-IN	PLANTER SOIL	1,418.00
TOTAL FOR: AL-PAR PEAT INC			1,418.00
002347	ALRO STEEL CORPORTATION HDE7816KZ	#15 SALT BOX	69.50
TOTAL FOR: ALRO STEEL CORPORTATION			69.50
000461	BOB'S HARDWARE 42966	BASKETBALL NET FOR SHERWOOD PARK	8.99
	42969	WR	25.98
	43011	WR	8.38
	43042	KENYON PARK BATHROOMS	4.74
	43173	PELL BATHROOM VANDALISM REPORT	21.96
TOTAL FOR: BOB'S HARDWARE			70.05
001423	BORGESS MEDICAL CENTER 112530C10634	3/7/17 - 3/8/17 DOT PHYSICALS	230.00
TOTAL FOR: BORGESS MEDICAL CENTER			230.00
000155	BRAVE INDUST FASTENERS 136424	GRADER BLADE BOLTS	21.70
TOTAL FOR: BRAVE INDUST FASTENERS			21.70
001925	CENTURYLINK 2017-03	MARCH 2017 LONG DISTANCE	4.41
TOTAL FOR: CENTURYLINK			4.41
002116	CHARTER COMMUNICATIONS (SPECTRUM) 2017-04 DPS/FIRE	4/19/17 - 5/18/17 DPS/FIRE INTERNET PHONE	510.59
TOTAL FOR: CHARTER COMMUNICATIONS (SPECTRUM)			510.59
002890	CHEF CONTAINER LLC 402102	MONTHLY RECYCLE SERVICES	2,691.00
TOTAL FOR: CHEF CONTAINER LLC			2,691.00
002391	CYBERMIND INC NET-473671	4/1/17 - 5/1/17 WEBSITE FEES	49.95
TOTAL FOR: CYBERMIND INC			49.95
001415	DAN'S TREE SERVICE 002079	TRIM AND REMOVE TREES	1,700.00
TOTAL FOR: DAN'S TREE SERVICE			1,700.00

000944	DEATON TRUCKING		
	8879	FILL SAND	251.58
TOTAL FOR: DEATON TRUCKING			251.58

000867	DETROIT PUMP & MFG INC		
	1045278	DPW	128.14
	1045354	DPW	143.42
TOTAL FOR: DETROIT PUMP & MFG INC			271.56

001669	DR HOOKS SIGNS INC		
	139043	ARBOR DAY 2017 JOE DORGAN	18.00
TOTAL FOR: DR HOOKS SIGNS INC			18.00

002819	ERIC LUTHY		
	16/17 SHOE ALLOWANCE	16/17 SHOE ALLOWANCE	67.83
TOTAL FOR: ERIC LUTHY			67.83

000164	ETNA SUPPLY CO INC		
	S102176658.001	2016-2017 BLANKET PO FOR WATER PARTS	900.00
TOTAL FOR: ETNA SUPPLY CO INC			900.00

001215	FLIER'S		
	111828	WR TANK	95.56
TOTAL FOR: FLIER'S			95.56

002650	FUEL MANAGEMENT SYSTEM PACIFIC PRID		
	1710501	PD/FIRE GAS 4/15/17	537.62
TOTAL FOR: FUEL MANAGEMENT SYSTEM PACIFIC PRID			537.62

004241	GHD SERVICES INC		
	841281	UTILITIES/COMMON AREA MAINTENANCE	2,387.45
TOTAL FOR: GHD SERVICES INC			2,387.45

000059	GOIN POSTAL LLC		
	96441	PD MAILING	4.99
TOTAL FOR: GOIN POSTAL LLC			4.99

000910	GRAINGER DIV OF W W**		
	9399457184	DPW	187.50
	9405132979	WR SUPPLIES	205.35
TOTAL FOR: GRAINGER DIV OF W W**			392.85

003081	GRIFFIN PEST SOLUTIONS INC		
	2017-04	TERMITE TREATMENT	300.00
TOTAL FOR: GRIFFIN PEST SOLUTIONS INC			300.00

000104	HARDINGS MARKET #380		
	2017-04	MISC DPW	11.85
TOTAL FOR: HARDINGS MARKET #380			11.85

002281	HOME DEPOT		
	2017-03	MARCH 2017 STATEMENT	987.10
TOTAL FOR: HOME DEPOT			987.10

002301	JOYFUL CLEANING - SID TUBBS		
	839	APRIL 2017 CLEANING	964.00
TOTAL FOR: JOYFUL CLEANING - SID TUBBS			964.00

000079	KAECEHE PUBLICATIONS INC		
	35606	SUMMARIES/BOR/ORDINANCE	378.72
	35607	ART HOP 2017	62.00
TOTAL FOR: KAECEHE PUBLICATIONS INC			440.72

000113	KAR LAB INC		
	703168	WR SAMPLES	170.00
	703179	WR SAMPLES	280.00
	703180	WR SAMPLES	150.00
	704186	DRINKING H2O SAMPLES	112.00
TOTAL FOR: KAR LAB INC			712.00
000885	KENDALL ELECTRIC INC		
	S105736535.001	SERVICE CHARGE	7.67
TOTAL FOR: KENDALL ELECTRIC INC			7.67
001993	KERKSTRA PORTABLE RESTROOMS INC		
	104862	EXTRA RESTROOM @ SHERWOOD PARK	70.00
	104863	HANDI - CAP RESTROOM @ SHERWOOD PARK	95.00
TOTAL FOR: KERKSTRA PORTABLE RESTROOMS INC			165.00
004206	MADISON NATIONAL LIFE INSURANCE CO		
	2017-05	MAY 2017 LIFE INSURANCE	98.99
TOTAL FOR: MADISON NATIONAL LIFE INSURANCE CO			98.99
000077	MCMMASTER-CAR SUPPLY		
	23413575	WR SUPPLIES	349.03
TOTAL FOR: MCMMASTER-CAR SUPPLY			349.03
000911	MICHIGAN ASSOC OF PLANNING		
	2017-04	7/1/17 - 6/30/18 MEMBERSHIP DUES FOR DIANA LUBIC	60.00
TOTAL FOR: MICHIGAN ASSOC OF PLANNING			60.00
000014	MICHIGAN GAS UTILIITIES CORP.		
	2017-04	3/9/17 - 4/6/17 GAS BILLS	3,312.81
TOTAL FOR: MICHIGAN GAS UTILIITIES CORP.			3,312.81
000609	MIDWAY CHEVROLET		
	46915	MULTIPLE SERVICE REPAIRS FOR 2009 CHEVY IMPALA	1,755.77
TOTAL FOR: MIDWAY CHEVROLET			1,755.77
002708	MORGAN BIRGE' & ASSOCIATES		
	26495	APRIL 2017 PHONE MAINTENANCE	130.00
TOTAL FOR: MORGAN BIRGE' & ASSOCIATES			130.00
000228	NATIONAL FIRE PROTECTION - NFPA		
	6932172X	MEMBERSHIP B. BOMAR 5/31/17 -5/31/18 1 YEAR	175.00
TOTAL FOR: NATIONAL FIRE PROTECTION - NFPA			175.00
001413	NORTH CENTRAL NCL OF WISCONSIN INC		
	388041	WR	269.91
TOTAL FOR: NORTH CENTRAL NCL OF WISCONSIN INC			269.91
004826	PLAINWELL ARTS COUNCIL		
	2017 ARTS & EATS	2017 ARTS & EATS HOST SITE	250.00
TOTAL FOR: PLAINWELL ARTS COUNCIL			250.00
000004	PLAINWELL AUTO SUPPLY INC		
	2017-04 GOLDEN TICKE	APRIL 2017 GOLDEN TICKETS	60.00
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			60.00
002582	PLAINWELL REDI MIX - COSGROVE ENTER		
	6026	WILLIAM CRISPE HOME	390.00
TOTAL FOR: PLAINWELL REDI MIX - COSGROVE ENTER			390.00
004198	QUALITY CYLINDER SERVICES LLC		
	1854	RESEAL CYLINDER	379.38
TOTAL FOR: QUALITY CYLINDER SERVICES LLC			379.38

002325	SEVERANCE ELECTRIC CO INC		
	8069	SCHOOL LIGHT SIGNAL TEMP VIDEO	500.00
TOTAL FOR: SEVERANCE ELECTRIC CO INC			500.00
002673	STATE OF MICHIGAN MDOT		
	591-8166150	TRAFFIC SIGNAL ENERGY 4TH QUARTER	138.60
TOTAL FOR: STATE OF MICHIGAN MDOT			138.60
002817	STATE OF MICHIGAN MDEQ REVENUE OFFI		
	761-8162845	MISC PERMITS WR	260.00
TOTAL FOR: STATE OF MICHIGAN MDEQ REVENUE OFFI			260.00
002653	VAN MANEN OIL COMPANY		
	2069236	REGULAR GAS 4/11/17	568.99
	2069237	DIESEL FUEL 4/11/17	480.80
TOTAL FOR: VAN MANEN OIL COMPANY			1,049.79
001536	WASHWELL-STADIUM DRIVE GROUP-SOAP		
	1764	MARCH 2017 PD DRYCLEANING	51.75
TOTAL FOR: WASHWELL-STADIUM DRIVE GROUP-SOAP			51.75
004190	WATER SOLVE LLC		
	6993	DRUM WR	975.00
TOTAL FOR: WATER SOLVE LLC			975.00
004200	WIGHTMAN & ASSOCIATES INC		
	55276	ACE HARDWARE	632.50
TOTAL FOR: WIGHTMAN & ASSOCIATES INC			632.50

TOTAL - ALL VENDORS

27,709.64

INVOICE AUTHORIZATION

Person Compiling Report

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.

Insert Signature:

Cheryl Pickett

Digitally signed by Cheryl Pickett
DN: c=US, st=Michigan, l=Plainwell,
o=City of Plainwell, ou=CoP, cn=Cheryl
Pickett, email=cpickett@plainwell.org
Date: 2017.04.20 09:37:51 -04'00'

Brian Kelley, City Clerk/Treasurer

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:

Brian Kelley

Digitally signed by Brian Kelley
DN: c=US, st=MI, l=City of Plainwell,
o=Internet Widjits Pty Ltd, cn=Brian
Kelley, email=bkelley@plainwell.org
Date: 2017.04.20 17:20:02 -04'00'

Bryan Pond, Water Renewal Plant Supt.

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
DN: c=US, st=Michigan, l=Plainwell,
o=City of Plainwell, ou=CoP, cn=Bryan
Pond, email=bpond@plainwell.org
Date: 2017.04.21 10:56:49 -04'00'

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.

Insert Signature:

Bill Bomar

Digitally signed by Bill
Bomar
Date: 2017.04.20
10:27:10 -04'00'

Rick Updike, Public Works Supt.

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:

Rick Updike

Digitally signed by Rick Updike
DN: c=US, st=Michigan, l=Plainwell,
o=City of Plainwell, cn=Rick Updike,
email=rupdike@plainwell.org
Date: 2017.04.21 10:46:44 -04'00'

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.

Insert Signature:

Erik Wilson

Digitally signed by Erik Wilson
DN: c=US, st=Michigan, l=Plainwell,
o=City of Plainwell, ou=CoP, cn=Erik
Wilson, email=ewilson@plainwell.org
Date: 2017.04.21 12:39:09 -04'00'

04/20/2017

CHECK REGISTER FOR CITY OF PLAINWELL
CHECK DATE FROM 04/07/2017 - 04/28/2017

Check Date	Check	Vendor Name	Description	Amount
Bank APPNC PNC Accounts Payable Checking				
Check Type: EFT Transfer				
04/28/2017	439(E)	PNC BANK (SERVICE CHARGE)	APRIL 2017 PNC BANK SERVICE CHARGES	96.90
			Total EFT Transfer:	96.90
APPNC TOTALS:				
Total of 1 Checks:				96.90
Less 0 Void Checks:				0.00
Total of 1 Disbursements:				96.90
Bank CBGEN Chemical Bank - General AP Account				
Check Type: EFT Transfer				
04/10/2017	1087(E)	SILVERSCRIPT INSURANCE COMPANY	MONTHLY RETIREE RX COVERAGE TOWN	33.50
			Total EFT Transfer:	33.50
Check Type: Paper Check				
04/07/2017	10749	UNITED HEALTHCARE INSURANCE COMPANY	MARCH 2016 INSURANCE PREMIUM - TOWN	332.98
04/07/2017	10750	SILVERSCRIPT INSURANCE COMPANY	QUARTERLY PREM RXID G6Z157474	89.10
04/07/2017	10751	SILVERSCRIPT INSURANCE COMPANY	QUARTERLY PREM RXID G6C474511	100.50
04/19/2017	10752	CONSUMERS ENERGY	3/1/17 - 3/31/17 ELECTRIC BILLS	3,277.67
04/19/2017	10753	TED GRUIZENGA INC	4/1/17 - 4/30/17 ASSESSING SERVICES LAST	1,400.00
04/24/2017	10804	CLARK TECHNICAL SERVICES	NEW EQUIPMENT INSTALLATION	955.00
04/24/2017	10805	WIGHTMAN & ASSOCIATES INC	PRINCE STREET EXTENSION	1,400.00
			Total Paper Check:	7,555.25
CBGEN TOTALS:				
Total of 8 Checks:				7,588.75
Less 0 Void Checks:				0.00
Total of 8 Disbursements:				7,588.75

REPORT TOTALS:

Total of 9 Checks:

7,685.65

Less 0 Void Checks:

0.00

Total of 9 Disbursements:

7,685.65

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
DN: c=US, st=MI, l=City of Plainwell,
o=Internet Widgits Pty Ltd, cn=Brian
Kelley, email=bkelley@plainwell.org
Date: 2017.04.20 17:19:42 -04'00'

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
DN: c=US, st=Michigan, l=Plainwell,
o=City of Plainwell, ou=CoP, cn=Erik
Wilson, email=ewilson@plainwell.org
Date: 2017.04.21 12:38:29 -04'00'

Reports & Communications:

A. Resolution 17-13 – City Assessor Ted Gruizenga:

This is a resolution recognizing 18-plus years of service by City Assessor Ted Gruizenga, who is retiring as of May 1, 2017.

Recommended action: Consider approving the Resolution as presented.

B. Contract for Assessing Services:

The City solicited proposals for assessing services resulting from Ted Gruizenga's retirement. Six (6) proposals were received and evaluated as noted on the bid-tabulation in the packet. The Administration recommends contracting with Mike Richmond for a three-year period beginning May 1, 2017.

Recommended action: Consider approving the low-bid from Mike Richmond for a three-year contract totaling \$50,400, and authorizing the City Manager to execute all documents on behalf of the city, related to the approved action.

C. DPW Kenyon Park Fencing:

Superintendent Updike solicited prices to for fencing at Kenyon Park to improve safety and reduce liability.

Recommended action: Consider approving low-bid from Wright Fence for three (3) fields for a total project cost of \$4,121.91.

D. Pell Park – Plainwell Kayak Company Lease Agreement:

Community Development Manager Siegel presented the Plainwell Kayak Company to the DDA Board at its April 11, 2017 meeting. Plainwell Kayak Company would like to operate out of the storage garage in Pell Park for its river recreation operations. The DDA Board supports this local business opportunity.

Recommended action: Consider approving a license agreement with Plainwell Kayak Company and authorizing the City Manager to execute all documents related to this action.

E. Public Safety Job Descriptions:

Public Safety Director Bomar, his staff and the Administration have collaborated to update the job descriptions and the organizational chart for the Public Safety Division. In Council's packet are updated job descriptions for a Public Safety Deputy Director, a Fire Captain, and a Fire Lieutenant. An updated department organization chart is included in the packet for Council's information.

Recommended action: Consider approving the job descriptions.