

# City of Plainwell



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

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

“The Island City”

## AGENDA City Council Monday, April 27, 2020 7:00PM

**MEETING HELD VIRTUALLY ON ZOOM**

To join this Zoom Meeting:

By phone: 1+(312) 626-6799

Online:

<https://us02web.zoom.us/j/82783156798?pwd=c3FmeitiZEhweTJDeS9tUk0yTVRJZz09>

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary – April 13, 2020 Regular Meeting**
6. **General Public Comments**
7. **County Commissioner Report**
8. **Agenda Amendments**
9. **Mayor's Report**
10. **Recommendations and Reports:**
  - A. **Resolution 2020-11 – Temporarily Suspend Water/Sewer Billing Late Fees**  
Council will consider adopting a resolution to temporarily suspend the collection or implementation of late fees on water/sewer accounts for April and May 2020 due to COVID-19.
  - B. **Public Safety & Public Works – Storm Damaged Vehicle Repairs**  
Council will consider approving the repair of four (4) Public Safety vehicles and one (1) Public Works vehicle damaged during the April 7, 2020 hail storm, with H&H Auto Body at a total estimated cost of \$18,282.38, paid for by the city's liability insurance.
  - C. **Renewal of City Assessor's Contract**  
Council will consider approving a three-year contact with Michael Richmond for Assessing Services.
  - D. **Revolving Loan Program – Additions for Working Capital Loans**  
Council will consider approved modifications to the city's Revolving Loan Program to include loans for business working capital loans during time of national disasters.
11. **Communications:** The March 2020 Public Safety and Water Renewal Reports.
12. **Accounts Payable - \$51,964.64**
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

**MINUTES**  
**Plainwell City Council**  
**April 13, 2020**

1. Mayor Keeler called the regular meeting to order at 7:02 PM on the Zoom Virtual Meeting Application.
2. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
3. Clerk Kelley reported on the Governor's Executive Order allowing virtual online meetings during the current health crisis when everyone is encouraged to Stay Home and Stay Safe. He read temporary meeting procedures outlining how meetings would be conducted and how the citizens could participate through the online portal. **A motion by Overhuel, seconded by Steele, to adopt Resolution 2020-08 setting temporary remote meeting procedures during the COVID-19 health emergency. On a voice vote, all voted in favor. Motion passed.**
4. Terry Steele gave the invocation.
5. Pledge of Allegiance was given by all present.
6. Approval of Minutes/Summary:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 03/09/2020 regular meeting. On voice vote, all voted in favor. Motion passed.**
7. Public Comments: None.
8. County Commissioner Report: None.
9. Agenda Amendments: None.
10. Mayor's Report: History is being made during these times.
11. Recommendations and Reports:
  - A. Superintendent Pond discussed the need for additional maintenance and repairs of plant and lift station equipment from the specialized vendor, Main Tech Services. There was discussion about some of the repairs being done in-house or with local providers. Superintendent Pond noted that as much work as possible was being done in house and that the request was to allow for such services, some of which had not been identified.  
**A motion by Overhuel, seconded by Steele, to confirm additional mechanical assistance and repair of plant and lift station equipment from the specialized vendor, Main Tech Services, as an estimated cost of \$9,000.00. On a roll-call, all in favor. Motion passed.**
  - B. Clerk Kelley reported a pre-COVID need for a second tabulator for election processing, specifically for absentee voter ballots. On January 31, 2020, the Plainwell Election Commission created a Plainwell Absent Voter Counting Board (AVCB) as a separate "precinct" whose purpose is to process, verify and tabulate absent voter ballots. The AVCB is a separate set of inspectors with a second tabulator. The Clerk applied and was approved for grant funding to cover 50% of the cost of the equipment. The sole-source provider,

Dominion Voting Systems, issued a quote for \$5,295.00 for the equipment and the State of Michigan confirmed a 50% cost-sharing grant.

**A motion by Wisnaski, seconded by Keeney, to approved the purchase of a new ImageCast precinct Tabulator for the City of Plainwell Absent Voter Counting Board at a cost of \$5,295.00 with 50% of that cost paid by a cost-sharing grant from the Michigan Department of State. On a roll-call vote, all in favor. Motion passed.**

- C. Personnel Manager Lamorandier reported recent federal legislation temporarily loosening restrictions on retirement fund distributions and adding allowances for new costs from health savings and flexible spending accounts. This legislation requires temporary modifications to the city's plan documents for both the retirement and the health insurance plans. Resolutions were drafted by the plan administrator to authorize these changes.

**A motion by Keeney, seconded by Wisnaski, to adopt Resolution 2020-09 and Resolution 2020-10 to modify the city's Retirement and Section 125 plans due to legislative changes related to COVID-19. On a voice vote, all in favor. Motion passed.**

- D. City Manager Wilson reported the city having received four (4) bids for the Demolition Project, ranging from \$3.5-million to \$5.7-million. The low bidder is being vetted to confirm all bid specifications were met and that the bidder is qualified for the asbestos removal, which is the area of the biggest cost difference. GHD is managing the review process and has vast experience in this area, and is confident with the process. Their recommendation will be solid and the review process is very complicated, as is this project. Once the abatement actually starts, the city will hire an independent firm to monitor and report on the air quality.

He also reported progress on the power pole move and that Consumers Energy had offered a new easement, which is being negotiated to ensure that future development is not restricted. Manager Wilson appreciates Consumers' efforts and willingness to negotiate through this process. He hopes to have a draft easement for Council's consideration soon.

**No action needed on this report.**

12. Communications:

- A. A motion by Steele, seconded by Overhuel, to accept and place on file the March 2020 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

**A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$345,615.89 for payment of same. On a roll-call vote, all in favor. Motion passed.**

14. Public Comments: None.

15. Staff Comments:

Personnel Manager Lamorandier wished everyone continued health and thanked the Public Safety and Public Works departments for their efforts during these days.

Superintendent Nieuwenhuis reported the department was keeping up with required water testing and other activities as COVID allows. Leaves and brush are being picked up to maintain accessible streets.

Community Development Manager Siegel reported staying in touch with the businesses, several of which applied for loan/grant funding. She reported that the vegan restaurant project in the old Arlene's is on hold and that the progress at the former Lost Raven is going very slowly.

Superintendent Pond reported having applied for a permit renewal with the State of Michigan.

Public Safety Director Bomar reported that four (4) of the five (5) patrol vehicles were damaged in the recent hailstorm and that he's been in touch with the insurance company and the body shop. He also thanked the community at large for their support during this health crisis – the Department has received donations of sanitizers, masks and food, all of which is greatly appreciated.

Clerk/Treasurer Kelley reported ongoing discussions with clerks and treasurers across the state working to develop new procedures during these strange days. He thanked the Public Safety Department for their work.

City Manager Wilson thanked the Department of Public Works for excellent work during this crisis. He also thanked the Department of Public Safety to help stop non-essential door-to-door sales for home repairs and discussed having the Public Safety and Public Works Departments work together on removing illegally placed yard signs in the public right of way.

16. Council Comments:

Each Council Member thanked Public Works and Public Safety for ongoing professionalism and hard work during this public health crisis.

17. Adjournment:

**A motion by Steele, seconded by Keeney, to adjourn the meeting at 8:13PM. On voice vote, all voted in favor. Motion passed.**

Minutes respectfully submitted by,  
Brian Kelley  
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL  
April 27, 2020

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Brian Kelley

**SUMMARY**  
**Plainwell City Council**  
**April 13, 2020**

1. Mayor Keeler called the regular meeting to order at 7:02 PM on the Zoom Online Meeting Platform.
2. Roll Call: Present: Keeler, Steele, Overhuel, Keeney and Wisnaski. Absent: None.
3. Adopted Resolution 2020-08 for temporary remote meeting procedures during COVID-19.
4. Invocation was given by Terry Steele.
5. Pledge of Allegiance was given by all present.
6. Approved Minutes/Summary of the 03/09/2020 regular meeting.
7. Approved water renewal plant mechanical services and repairs from Main Tech Services in the amount of \$9,000.00.
8. Approved the purchase of an election tabulator from Dominion Voting Systems Inc for \$5,295.00 with a 50% cost reimbursement grant from the Michigan Department of State.
9. Adopted Resolutions 2020-09 and 2020-10 to modify the city's retirement and Section 125 plans due to legislative changes related to COVID-19.
10. Heard an update on the Mill Demolition project bids and the Consumers Energy power poles.
11. Accepted and placed on file the March 2020 Investment and Fund Balance Reports.
12. Approved Accounts Payable for \$345,615.89.
13. Adjourned the meeting at 8:13 pm.

Submitted by,  
Brian Kelley  
City Clerk/Treasurer

**CITY OF PLAINWELL  
COUNTY OF ALLEGAN  
STATE OF MICHIGAN**

**RESOLUTION NO. # 2020-11**

**RESOLUTION TO TEMPORARY SUSPEND WATER AND SEWER BILL PENALTIES FOR  
NON-PAYMENT DUE TO THE COVID-19 PANDEMIC**

**WHEREAS**, the novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. Older adults and those with chronic health conditions are at particular risk, and there is an increased risk of rapid spread of COVID-19 among persons in close proximity to one another. There is currently no approved vaccine or antiviral treatment for this disease; and

**WHEREAS**, in response to protecting human life and the prevention of the spread of COVID-19 within the State of Michigan, Governor Whitmer signed Executive Order No. 2020-21 “Temporary requirement to suspend activities that are not necessary to sustain or protect life” on March 23, 2020. Which created a great unprecedented interruption to almost every employer in the state. Putting paychecks and jobs in substantial jeopardy, thus potentially putting city water and sewer customers in a difficult position to make timely payments under these temporary unique circumstances; and

**WHEREAS**, Governor Whitmer signed Executive Order 2020-28 “Restoring water services to occupied residences during COVID-19 pandemic” on March 28, 2020 demonstrating the importance of having running water readily available to participate in proper hygiene techniques during the COVID-19 pandemic; and

**WHEREAS**, the City of Plainwell Code of Ordinances Section 35-141 and Sections 36-16 and 36-17 provide that rates, fees and charges for public water and sewer are to be set by resolution of the City Council; and

**WHEREAS**, the City of Plainwell Code of Ordinances further provides for the imposition of a 10% penalty to be applied for the non-payment of due water and sewer accounts after a stated period of time; and

**WHEREAS**, the temporary forgiveness of penalties is a recognition of the financial difficulties customers of the systems are facing during these difficult financial times and a temporary moratorium on the collection of such penalties will benefit the City’s administrative resources; and

**WHEREAS**, the billing cycle for the City of Plainwell is monthly and in efforts of treating all accounts equally all accounts would have to be offered the same opportunities. Making any penalty forgiveness granted would have to be granted to all accounts, not just those due in the midst of this immediate crisis;

**THEREFORE, BE IT RESOLVED:**

1. The recitals set forth above are affirmed as accurate and acknowledged as if fully restated herein.
2. For the reasons set forth herein the City Council hereby forgives and waives delinquent payment penalties on public water or sewer accounts for the months of April and May of 2020. The City Council hereby further imposes a moratorium on the collection or implementation of penalties for such accounts for the months of April and May of 2020.
3. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

Yeas:

Nays:

Absent:

**RESOLUTION DECLARED ADOPTED:**

Date:

\_\_\_\_\_  
Brian Kelley, Clerk/Treasurer

**CERTIFICATION**

I, Brian Kelley, the duly appointed Clerk of the City of Plainwell, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Plainwell City Council at a regular meeting held April 27, 2020 in compliance with the Open Meeting Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

City of Plainwell

By: \_\_\_\_\_



## "The Island City"

## MEMORANDUM

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

To: Erik J. Wilson, City Manager  
From: Bill Bomar, Director  
CC: Brian Kelley, Clerk/Treasurer  
CC: Sandy Lamorandier, Personnel Manager  
Subject: Hail Damaged City Vehicles Insurance Claim  
Date: April 21, 2020

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On the evening of April 7, 2020 the City of Plainwell experienced a severe thunderstorm that included large hail. This hail storm damaged several homes and vehicles throughout the Plainwell area.

The Department of Public Safety had four vehicles damaged by the hail storm which included three patrol vehicles and the detective vehicles roofs, hoods and fenders. The Department of Public Works also had a truck damaged by the hail storm at that time that was parked at Midway Chevrolet waiting for routine service.

On April 8<sup>th</sup>, the insurance company was contacted to file a claim. Our insurance company MML/Meadowbrook, INC. had an adjuster out on April 10<sup>th</sup> to exam the damaged police vehicles. Also H&H, 754 N. Main Street, in the City of Plainwell, is repairing the police vehicles.

The city owned vehicles are all on one claim # 100AL2000085 to the insurance company and the City is responsible for a \$500.00 deductible.

### **DPS damaged vehicles repair cost:**

2014 Ford Explorer = \$4,526.40

2015 Ford Explorer = \$4,804.20

2018 Ford Explorer = \$4,096.32

2019 Chevy Impala = \$1,756.80

**DPS total cost = \$15,183.72**

### **DPW damaged vehicle repair cost:**

2016 Chevy Silverado = \$3098.66

**DPW total cost = \$3098.66**



2014 Ford Exp - Patrol

Date: 4/13/2020 01:20 PM  
 Estimate ID: 142224  
 Estimate Version: 0  
 Preliminary  
 Profile ID: \* Mitchell  
 Quote ID: 66124955

## MICHIGAN APPRAISAL COMPANY

P.O. BOX 88070, KENTWOOD, MI 49518  
 (616) 532-8260 ext. 204  
 Fax: (616) 532-8134  
 Email: michiganappraisal@comcast.net

Damage Assessed By: Rillema Greg  
 Classification: None

Type of Loss: Comprehensive  
 Date of Loss: 4/7/2020  
 Accident Date: 4/7/2020  
 Deductible: UNKNOWN  
 File Number: 142224  
 Claim Number: 100AL2000085

Insured: CITY OF PLAINWELL  
 Owner: CITY OF PLAINWELL  
 Address: MI  
 Telephone: Work Phone: (269) 207-7318

Mitchell Service: 911510

Description: 2014 Ford Explorer Police  
 Body Style: 4D Ut  
 VIN: 1FM5K8AR4EGB74482  
 Mileage: 81,459  
 OEM/ALT: A  
 Parts Profile: Aftermarket  
 Color: Black  
 Options: 4WD OR AWD

Drive Train: 3.7L Inj 6 Cyl AWD  
 License: 054 205 MI

Parts Profile Version: 2

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	101070	BDY	REMOVE/REPLACE	Hood Panel (Alum)	** QRP Certified	1,064.00	2.0
2	AUTO	REF	REFINISH	Hood Outside			C 2.7
3	AUTO	REF	REFINISH	Add For Hood Underside			C 1.4
4	101214	BDY	PAINTLESS REPAIR	R Fender Panel	Sublet	125.00 *	0.0* #
5	101215	BDY	PAINTLESS REPAIR	L Fender Panel	Sublet	50.00 *	0.0* #
6	101226	BDY	REMOVE/INSTALL	R Fender Liner	Existing		0.4 r
7	101229	BDY	REMOVE/INSTALL	L Fender Liner	Existing		0.4 r
8	100479	BDY	PAINTLESS REPAIR	R Door Opening Panel	Sublet	450.00 *	0.0* #
9	100480	BDY	PAINTLESS REPAIR	L Door Opening Panel	Sublet	400.00 *	0.0* #
10	100711	BDY	PAINTLESS REPAIR	L Frt Door Shell	Sublet	50.00 *	0.0* #
11	100899	BDY	REMOVE/INSTALL	L Frt Door Trim Panel			0.4
12	100660	BDY	PAINTLESS REPAIR	R Rear Door Shell	Sublet	150.00 *	0.0*
13	100661	BDY	PAINTLESS REPAIR	L Rear Door Shell	Sublet	50.00 *	0.0*
14	100758	BDY	REMOVE/INSTALL	R Rear Door Trim Panel			0.4
15	100755	BDY	REMOVE/INSTALL	L Rear Door Trim Panel			0.4
16	100698	BDY	PAINTLESS REPAIR	Roof Panel	Sublet	800.00 *	0.0* #
17	100633	BDY	REMOVE/INSTALL	Roof Headliner			3.4 #
18	100580	BDY	PAINTLESS REPAIR	L Quarter Outer Panel	Sublet	125.00 *	0.0* #
19	102058	BDY	REMOVE/INSTALL	R Lwr Quarter Trim Panel	Existing		0.6 #r
20	102059	BDY	REMOVE/INSTALL	L Lwr Quarter Trim Panel	Existing		0.4 #r
21	101758	BDY	PAINTLESS REPAIR	Liftgate Shell	Sublet	200.00 *	0.0* #
22	100991	BDY	REMOVE/INSTALL	Lwr Liftgate Trim Panel			0.5 #

ESTIMATE RECALL NUMBER: 04/13/2020 13:20:05 142224

Mitchell Data Version: OEM: FEB\_20\_V

Alternate Parts: 04/13/2020 13:11:40

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Software Version: 7.1.238

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Date: 4/13/2020 01:20 PM  
 Estimate ID: 142224  
 Estimate Version: 0  
 Preliminary  
 Profile ID: \* Mitchell  
 Quote ID: 66124955

23	101632	BDY	REMOVE/INSTALL	R Rear Combination Lamp			0.2
24	101633	BDY	REMOVE/INSTALL	L Rear Combination Lamp			0.2
25	AUTO	REF	ADD'L OPR	Clear Coat			1.6
26	900500	BDY *	REMOVE/REPLACE	Hood decals	Sublet	100.00 *	0.0*
27	AUTO		ADD'L COST	Paint/Materials		182.40 *	

\* - Judgment Item  
 # - Labor Note Applies  
 \*\* QRP Certified - Quality Replacement Parts - Certified  
 C - Included in Clear Coat Calc  
 r - CEG R&R Time Used For This Labor Operation

KEYSTONE-INS QUALITY PRT  
 2929 32ND ST. SE  
 KENTWOOD  
 MI 49512  
 (800) 968-9350 (616) 452-6066

1 \*\* FO1230302C 1,064.00

### Estimate Totals

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	9.3	52.00	0.00	2,400.00	2,883.60	Non-Taxable Parts	1,164.00
Refinish	5.7	52.00	0.00	0.00	296.40		
	Non-Taxable Labor				3,180.00	Total Replacement Parts Amount	1,164.00
Labor Summary	15.0				3,180.00		
III. Additional Costs					Amount	IV. Adjustments	
Non-Taxable Costs					182.40	Customer Responsibility	
Total Additional Costs					182.40	0.00	
Paint Material Method: Rates Init Rate = 32.00 , Init Max Hours = 99.9, Addl Rate = 0.00							
						I. Total Labor:	3,180.00
						II. Total Replacement Parts:	1,164.00
						III. Total Additional Costs:	182.40
						Gross Total:	4,526.40
						IV. Total Adjustments:	0.00
						Net Total:	4,526.40

**This is a preliminary estimate.**  
**Additional changes to the estimate may be required for the actual repair.**

ESTIMATE RECALL NUMBER: 04/13/2020 13:20:05 142224

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Alternate Parts: 04/13/2020 13:11:40

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Date: 4/13/2020 01:20 PM  
Estimate ID: 142224  
Estimate Version: 0  
Preliminary  
Profile ID: \* Mitchell  
Quote ID: 66124955

Point(s) of Impact

16 Non-Collision (S), 19 All Over (S)

Insurance Co: Meadowbrook Insurance  
Address: 3196 Kraft Ave. SE  
Suite 206  
Grand Rapids, MI  
Telephone: (800) 752-7477  
Fax Phone: (616) 942-0390

Inspection Site: workplace  
Inspection Date: 4/10/2020

Body Shop: H & H AUTO BODY  
Address: 745 N MAIN ST  
PLAINWELL, MI 49060  
Telephone: (616) 685-5832  
Fax Phone: (616) 685-5834  
State Lic. No: 38-3369071

THIS ESTIMATE MAY CONTAIN AFTERMARKET CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. WARRANTIES THAT APPLY TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER, DISTRIBUTOR, OR INSURER OF THESE PARTS.

ALL ADDITIONALS ARE SUBJECT TO OUR INSPECTION PRIOR TO OUR APPROVAL. AN AGREED PRICE WAS OBTAINED WITH \_\_\_\_\_ AT THE BODY SHOP. WHEN AUTHORIZED, THE UNDERSIGNED AGREES TO COMPLETE AND GUARANTEE THESE LISTED REPAIRS IN CONSIDERATION OF THE AGREED PRICE. \*\*\*THIS IS NOT AN AUTHORIZATION FOR PAYMENT AND OR REPAIRS. AUTHORIZATION MUST BE OBTAINED FROM VEHICLE OWNER\*\*\*

ANY PERSON WHO, WITH INTENT TO DEFRAUD OR KNOWING THAT HE IS FACILITATING A FRAUD AGAINST AN INSURER, SUBMITS AN APPLICATION OR FILES A CLAIM CONTAINING A FALSE OR DECEPTIVE STATEMENT MAY BE GUILTY OF INSURANCE FRAUD.

ESTIMATE RECALL NUMBER: 04/13/2020 13:20:05 142224

Mitchell Data Version: OEM: FEB\_20\_V

Alternate Parts: 04/13/2020 13:11:40

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2015 FORD-EXP-PATO1

Date: 4/13/2020 12:59 PM  
Estimate ID: 142225  
Estimate Version: 0  
Preliminary  
Profile ID: \* Mitchell  
Quote ID: 66122325

### MICHIGAN APPRAISAL COMPANY

P.O. BOX 88070, KENTWOOD, MI 49518  
(616) 532-8260 ext. 204  
Fax: (616) 532-8134  
Email: michiganappraisal@comcast.net

Damage Assessed By: Rillema Greg  
Classification: None

Type of Loss: Comprehensive  
Date of Loss: 4/7/2020  
Accident Date: 4/7/2020  
Deductible: UNKNOWN  
File Number: 142225  
Claim Number: 100AL2000085

Insured: CITY OF PLAINWELL  
Owner: CITY OF PLAINWELL  
Address: MI  
Telephone: Work Phone: (269) 207-7318

Mitchell Service: 911510

Description: 2015 Ford Explorer Police  
Body Style: 4D Ut  
VIN: 1FM5K8AR0FGC51933  
Mileage: 97,300  
OEM/ALT: A  
Parts Profile: Aftermarket  
Color: Black  
Options: 4WD OR AWD

Drive Train: 3.7L Inj 6 Cyl AWD  
License: 054 204 MI

Parts Profile Version: 2

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	101070	BDY	REMOVE/REPLACE	Hood Panel (Alum)	** GRP Certified	1,064.00	2.0
2	AUTO	REF	REFINISH	Hood Outside			C 2.7
3	AUTO	REF	REFINISH	Add For Hood Underside			C 1.4
4	101214	BDY	PAINTLESS REPAIR	R Fender Panel	Sublet	50.00 *	0.0* #
5	101215	BDY	PAINTLESS REPAIR	L Fender Panel	Sublet	50.00 *	0.0* #
6				Prior damage present multiple panels			
7	101226	BDY	REMOVE/INSTALL	R Fender Liner	Existing		0.4 r
8	101229	BDY	REMOVE/INSTALL	L Fender Liner	Existing		0.4 r
9	100479	BDY	PAINTLESS REPAIR	R Door Opening Panel	Sublet	450.00 *	0.0* #
10	100480	BDY	PAINTLESS REPAIR	L Door Opening Panel	Sublet	450.00 *	0.0* #
11	100710	BDY	PAINTLESS REPAIR	R Frt Door Shell	Sublet	150.00 *	0.0* #
12	100711	BDY	PAINTLESS REPAIR	L Frt Door Shell	Sublet	150.00 *	0.0* #
13	100898	BDY	REMOVE/INSTALL	R Frt Door Trim Panel			0.4
14	100899	BDY	REMOVE/INSTALL	L Frt Door Trim Panel			0.4
15	100660	BDY	PAINTLESS REPAIR	R Rear Door Shell	Sublet	175.00 *	0.0*
16	100661	BDY	PAINTLESS REPAIR	L Rear Door Shell	Sublet	100.00 *	0.0*
17	100758	BDY	REMOVE/INSTALL	R Rear Door Trim Panel			0.4
18	100755	BDY	REMOVE/INSTALL	L Rear Door Trim Panel			0.4
19	100698	BDY	PAINTLESS REPAIR	Roof Panel	Sublet	800.00 *	0.0* #
20	100633	BDY	REMOVE/INSTALL	Roof Headliner			3.4 #
21	100579	BDY	PAINTLESS REPAIR	R Quarter Outer Panel	Sublet	200.00 *	0.0* #
22	100580	BDY	PAINTLESS REPAIR	L Quarter Outer Panel	Sublet	100.00 *	0.0* #

ESTIMATE RECALL NUMBER: 04/13/2020 12:58:10 142225

Mitchell Data Version: OEM: FEB\_20\_V

Alternate Parts: 04/13/2020 12:38:34

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Software Version: 7.1.238

Date: 4/13/2020 12:59 PM  
 Estimate ID: 142225  
 Estimate Version: 0  
 Preliminary  
 Profile ID: \* Mitchell  
 Quote ID: 66122325

23	102058	BDY	REMOVE/INSTALL	R Lwr Quarter Trim Panel	Existing	0.6 #r
24	102059	BDY	REMOVE/INSTALL	L Lwr Quarter Trim Panel	Existing	0.4 #r
25	101632	BDY	REMOVE/INSTALL	R Rear Combination Lamp		0.2
26	101633	BDY	REMOVE/INSTALL	L Rear Combination Lamp		0.2
27	936012		ADD'L COST	Hazardous Waste Disposal		3.00 *
28	AUTO	REF	ADD'L OPR	Clear Coat		1.6
29	900500	BDY *	REMOVE/REPLACE	Car Cover	New	5.00 * 0.0*
30	900500	BDY *	REMOVE/REPLACE	Hood Decals	Sublet	100.00 * 0.0*
31	AUTO		ADD'L COST	Paint/Materials		182.40 *

\* - Judgment Item  
 # - Labor Note Applies  
 \*\* QRP Certified - Quality Replacement Parts - Certified  
 C - Included in Clear Coat Calc  
 r - CEG R&R Time Used For This Labor Operation

KEYSTONE-INS QUALITY PRT  
 2929 32ND ST, SE  
 KENTWOOD  
 MI 49512  
 (800) 968-9350 (616) 452-6066

1 \*\* FO1230302C 1,064.00

### Estimate Totals

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	9.2	52.00	0.00	2,675.00	3,153.40	Taxable Parts	5.00
Refinish	5.7	52.00	0.00	0.00	296.40	Non-Taxable Parts	1,164.00
Non-Taxable Labor					3,449.80	Total Replacement Parts Amount	1,169.00
Labor Summary	14.9				3,449.80		
III. Additional Costs					Amount	IV. Adjustments	Amount
Non-Taxable Costs					185.40	Customer Responsibility	0.00
Total Additional Costs					185.40		
Paint Material Method: Rates Init Rate = 32.00 , Init Max Hours = 99.9, Addl Rate = 0.00							
						I. Total Labor:	3,449.80
						II. Total Replacement Parts:	1,169.00
						III. Total Additional Costs:	185.40
						Gross Total:	4,804.20
						IV. Total Adjustments:	0.00
						Net Total:	4,804.20

ESTIMATE RECALL NUMBER: 04/13/2020 12:58:10 142225

Mitchell Data Version: OEM: FEB\_20\_V

Alternate Parts: 04/13/2020 12:38:34

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Date: 4/13/2020 12:59 PM  
Estimate ID: 142225  
Estimate Version: 0  
Preliminary  
Profile ID: \* Mitchell  
Quote ID: 66122325

**This is a preliminary estimate.**  
**Additional changes to the estimate may be required for the actual repair.**

Point(s) of Impact

16 Non-Collision (S), 19 All Over (S)

Insurance Co: Meadowbrook Insurance  
Address: 3196 Kraft Ave. SE  
Suite 206  
Grand Rapids, MI  
Telephone: (800) 752-7477  
Fax Phone: (616) 942-0390

Inspection Site: workplace  
Inspection Date: 4/10/2020

Body Shop: H & H AUTO BODY  
Address: 745 N MAIN ST  
PLAINWELL, MI 49080  
Telephone: (616) 685-5832  
Fax Phone: (616) 685-5834  
State Lic. No: 38-3369071

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2018-Ford-Exp-Patrol

Date: 4/13/2020 12:59 PM  
 Estimate ID: 142226  
 Estimate Version: 0  
 Preliminary  
 Profile ID: \* Mitchell  
 Quote ID: 66114636

## MICHIGAN APPRAISAL COMPANY

P.O. BOX 88070, KENTWOOD, MI 49518  
 (616) 532-8260 ext. 204  
 Fax: (616) 532-8134  
 Email: michiganappraisal@comcast.net

Damage Assessed By: Rillema Greg  
 Classification: None

Type of Loss: Comprehensive  
 Date of Loss: 4/7/2020  
 Accident Date: 4/7/2020  
 Deductible: UNKNOWN  
 File Number: 142226  
 Claim Number: 100AL2000085

Insured: CITY OF PLAINWELL  
 Owner: CITY OF PLAINWELL  
 Address: MI  
 Telephone: Work Phone: (269) 207-7318

Mitchell Service: 911800

Description: 2018 Ford Explorer Police Intercepto  
 Body Style: 4D Ut  
 VIN: 1FMSK8AR2JGA99954  
 Mileage: 30,025  
 OEM/ALT: A  
 Parts Profile: Aftermarket  
 Color: Black  
 Options: 4WD OR AWD

Drive Train: 3.7L Inj 6 Cyl AWD  
 License: 054 201 MI

Parts Profile Version: 2

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	100807	BDY	REMOVE/REPLACE	Hood Panel (Alum)	FB5Z 16612 A	653.92	2.0
2	AUTO	REF	REFINISH	Add For Hood Underside			C 1.4
3	AUTO	REF	REFINISH	Hood Outside			C 2.7
4	100505	BDY	PAINTLESS REPAIR	R Door Opening Panel	Sublet	400.00 *	0.0* #
5	100506	BDY	PAINTLESS REPAIR	L Door Opening Panel	Sublet	400.00 *	0.0* #
6	101039	BDY	PAINTLESS REPAIR	R Frt Door Shell	Sublet	50.00 *	0.0* #
7				Prior damage present multiple panels			
8	101040	BDY	PAINTLESS REPAIR	L Frt Door Shell	Sublet	50.00 *	0.0* #
9	100215	BDY	REMOVE/INSTALL	R Frt Door Trim Panel			0.4
10	100216	BDY	REMOVE/INSTALL	L Frt Door Trim Panel			0.4
11	101547	BDY	PAINTLESS REPAIR	R Rear Door Shell	Sublet	75.00 *	0.0*
12	101467	BDY	PAINTLESS REPAIR	Roof Panel	Sublet	800.00 *	0.0* #
13	101451	BDY	REMOVE/INSTALL	Roof Headliner			3.4 #
14	101056	BDY	PAINTLESS REPAIR	R Quarter Outer Panel	Sublet	275.00 *	0.0* #
15	101057	BDY	PAINTLESS REPAIR	L Quarter Outer Panel	Sublet	300.00 *	0.0* #
16	101099	BDY	REMOVE/INSTALL	R Lwr Quarter Trim Panel			0.6 #
17	101100	BDY	REMOVE/INSTALL	L Lwr Quarter Trim Panel			0.4 #
18	101343	BDY	PAINTLESS REPAIR	Liftgate Shell	Sublet	100.00 *	0.0* #
19				Prior damage present near handle			
20	100628	BDY	REMOVE/INSTALL	R Rear Combination Lamp			0.3 #
21	100631	BDY	REMOVE/INSTALL	L Rear Combination Lamp			0.3 #
22	936012		ADD'L COST	Hazardous Waste Disposal		3.00 *	

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Date: 4/13/2020 12:59 PM  
 Estimate ID: 142226  
 Estimate Version: 0  
 Preliminary  
 Profile ID: \* Mitchell  
 Quote ID: 66114636

23	AUTO	REF	ADD'L OPR	Clear Coat						
24	900500	BDY *	REMOVE/REPLACE	Car Cover	New			5.00	*	0.0*
25	900500	BDY *	REMOVE/REPLACE	Hood decals	Sublet			100.00	*	0.0*
26	AUTO		ADD'L COST	Paint/Materials				182.40	*	

\* - Judgment Item  
 # - Labor Note Applies  
 C - Included in Clear Coat Calc

### Estimate Totals

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount	
Body	7.8	52.00	0.00	2,450.00	2,855.60	Taxable Parts	5.00	
Refinish	5.7	52.00	0.00	0.00	296.40	Non-Taxable Parts	753.92	
Non-Taxable Labor					3,152.00	Total Replacement Parts Amount	758.92	
Labor Summary	13.5				3,152.00			
III. Additional Costs					Amount	IV. Adjustments		Amount
Non-Taxable Costs					185.40	Customer Responsibility		0.00
Total Additional Costs					185.40			
Paint Material Method: Rates Init Rate = 32.00 , Init Max Hours = 99.9, Addl Rate = 0.00								
						I. Total Labor:	3,152.00	
						II. Total Replacement Parts:	758.92	
						III. Total Additional Costs:	185.40	
						Gross Total:	4,096.32	
						IV. Total Adjustments:	0.00	
						Net Total:	4,096.32	

**This is a preliminary estimate.**  
**Additional changes to the estimate may be required for the actual repair.**

**Point(s) of Impact**

16 Non-Collision (S), 19 All Over (S)

Insurance Co: Meadowbrook Insurance  
 Address: 3196 Kraft Ave. SE  
 Suite 206  
 Grand Rapids, MI  
 Telephone: (800) 752-7477  
 Fax Phone: (616) 942-0390

ESTIMATE RECALL NUMBER: 04/13/2020 12:59:14 142226

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Date: 4/13/2020 12:59 PM  
Estimate ID: 142226  
Estimate Version: 0  
Preliminary  
Profile ID: \* Mitchell  
Quote ID: 66114636

Inspection Site: workplace

Body Shop: H & H AUTO BODY  
Address: 745 N MAIN ST  
PLAINWELL, MI 49080  
Telephone: (616) 685-5832  
Fax Phone: (616) 685-5834  
State Lic. No: 38-3369071

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2019 - Chevy Impala - Detective

Date: 4/13/2020 01:01 PM  
Estimate ID: 142227  
Estimate Version: 0  
Preliminary  
Profile ID: \* Mitchell

### MICHIGAN APPRAISAL COMPANY

P.O. BOX 88070, KENTWOOD, MI 49518  
(616) 532-8260 ext. 204  
Fax: (616) 532-8134  
Email: michiganappraisal@comcast.net

Damage Assessed By: Rillema Greg  
Classification: None

Type of Loss: Comprehensive  
Date of Loss: 4/7/2020  
Accident Date: 4/7/2020  
Deductible: UNKNOWN  
File Number: 142227  
Claim Number: 100AL2000085

Insured: CITY OF PLAINWELL  
Owner: CITY OF PLAINWELL  
Address: MI  
Telephone: Work Phone: (269) 207-7318

Mitchell Service: 911598

Description: 2019 Chevrolet Impala LS  
Body Style: 4D Sed  
VIN: 2G11X5S3XK9141289  
OEM/ALT: A  
Parts Profile: Aftermarket  
Color: Blue  
Options: PASSENGER AIRBAG, POWER DRIVER SEAT, POWER LOCK, POWER WINDOW, POWER STEERING REAR WINDOW DEFOGGER, AIR CONDITION, CRUISE CONTROL, TILT STEERING COLUMN AM/FM STEREO, DRIVER AIRBAG, ANTI-LOCK BRAKE SYS., TRACTION CONTROL REARVIEW CAMERA, ANTI-THEFT SYSTEM, AUXILIARY INPUT BLUETOOTH WIRELESS CONNECTIVITY, SATELLITE RADIO POWER ADJUSTABLE EXTERIOR MIRROR, TRIP COMPUTER, FIRST ROW BUCKET SEAT TELEMATIC SYSTEMS, CLOTH SEAT, SIDE AIRBAGS, AUTOMATIC HEADLIGHTS REMOTE DECKLID OR TAILGATE RELEASE, MP3 PLAYER, DAYTIME RUNNING LIGHTS DRIVER SEAT WITH POWER LUMBAR SUPPORT, ELECTRONIC STABILITY CONTROL KEYLESS ENTRY SYSTEM, REAR BENCH SEAT, SMART KEY SYSTEM STEERING WHEEL AUDIO CONTROLS

Drive Train: 3.6L Inj 6 Cyl 6A FWD  
License: DGP 0025 MI  
Parts Profile Version: 2

Line Item	Entry Number	Labor Type	Operation	Line Item Description	Part Type/ Part Number	Dollar Amount	Labor Units
1	100190	BDY	REMOVE/INSTALL	Hood Assy			0.6
2	100406	BDY	PAINTLESS REPAIR	Hood Panel (Alum)	Sublet	250.00 *	0.0*
3	100441	BDY	PAINTLESS REPAIR	L Fender Panel	Sublet	50.00 *	0.0* #
4	100449	BDY	REMOVE/INSTALL	L Fender Liner	Existing		0.3 r
5	102562	BDY	PAINTLESS REPAIR	L Frt Door Shell	Sublet	50.00 *	0.0* #
6	101650	BDY	REMOVE/INSTALL	L Frt Door Trim Panel			0.4
7	102538	BDY	PAINTLESS REPAIR	L Rear Door Shell	Sublet	50.00 *	0.0*
8	101648	BDY	REMOVE/INSTALL	L Rear Door Trim Panel			0.4
9	101271	BDY	PAINTLESS REPAIR	Roof Panel	Sublet	350.00 *	0.0* #
10	100327	BDY	REMOVE/INSTALL	Roof Headliner			3.7 #
11	100928	BDY	PAINTLESS REPAIR	L Side Body Panel Assembly	Sublet	400.00 *	0.0* #
12				Quarter and roof rail			
13	101846	BDY	REMOVE/INSTALL	Luggage Lid Assy			0.5
14	100771	BDY	PAINTLESS REPAIR	Luggage Lid Panel	Sublet	300.00 *	0.0*

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\* - Judgment Item  
 # - Labor Note Applies  
 r - CEG R&R Time Used For This Labor Operation

## Estimate Totals

I. Labor Subtotals	Units	Rate	Add'l Labor Amount	Sublet Amount	Totals	II. Part Replacement Summary	Amount
Body	5.9	52.00	0.00	1,450.00	1,756.80		
	Non-Taxable Labor				1,756.80	Total Replacement Parts Amount	0.00
Labor Summary	5.9				1,756.80		
III. Additional Costs					Amount	IV. Adjustments	Amount
Total Additional Costs					0.00	Customer Responsibility	0.00
						I. Total Labor:	1,756.80
						II. Total Replacement Parts:	0.00
						III. Total Additional Costs:	0.00
						Gross Total:	1,756.80
						IV. Total Adjustments:	0.00
						Net Total:	1,756.80

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Point(s) of Impact

16 Non-Collision (S), 19 All Over (S)

Insurance Co: Meadowbrook Insurance  
 Address: 3196 Kraft Ave. SE  
 Suite 206  
 Grand Rapids, MI  
 Telephone: (800) 752-7477  
 Fax Phone: (616) 942-0390

Inspection Site: workplace  
 Inspection Date: 4/10/2020

Body Shop: H & H AUTO BODY  
 Address: 745 N MAIN ST  
 PLAINWELL, MI 49080  
 Telephone: (616) 685-5832  
 Fax Phone: (616) 685-5834  
 State Lic. No: 38-3369071

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Profile ID: \* Mitchell

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## **AGREEMENT FOR ASSESSMENT SERVICES**

**January 3, 2020**

**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, 2020 and conclude April 30th, 2023. 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, 2020 to April 30th, 2021. \$1500.00 per month
- 4.1.2 Year 2 May 1st, 2021 to April 30th, 2022. \$1525.00 per month
- 4.1.3 Year 3 May 1st, 2022 to April 30th, 2023. \$1550.00 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 1<sup>st</sup> 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 the 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 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)

Michael  
Richmond  
MAAO (3)

\_\_\_\_\_

Erik Wilson, City  
Manager

\_\_\_\_\_

\_\_\_\_\_  
YES NO  
Record of City  
Approval





CITY OF PLAINWELL  
Small Business Revolving Loan Program  
Application Packet

211 N. Main Street  
Plainwell, Michigan  
49080  
(269) 685-6821

**“This institution is an equal opportunity provider and employer.”**  
*“DBE are encouraged to apply.”*

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272.*

*The City of Plainwell is an equal opportunity provider, employer and lender*



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## Introduction

The City of Plainwell has partnered with the United States Department of Agriculture (USDA)'s Rural Business Enterprise Grant Program to enhance the building facades found in downtown Plainwell, stimulate job creation, and facilitate business success. Local funds from the city will be combined with resources from the United States Department of Agriculture to establish a Small Business Revolving Loan Fund program from which low interest loans can be distributed to qualified applicants.

The City of Plainwell's Small Business Revolving Loan Fund is a unique financing program designed to assist businesses in the City of Plainwell. The goal of the Fund is to stimulate economic growth and create or preserve jobs by providing flexible financing to businesses. The Fund is designed to be used in conjunction with other financing/funds, including private investment, bank loans, and other sources.

Because the appearance of individual buildings, storefronts, signs, alleys, window displays, parking lots, and sidewalks establishes the visual character of the downtown and plays a major role in the marketing success of the business district, the City of Plainwell is pleased to present this opportunity for qualified applicants to help finance the costs associated with building improvements, job creation, and business success.

Projects including repairs or replacement of windows, doors and walls, exterior painting, awnings, exterior lighting, masonry repair or cleaning, the restoration of vintage elements, and the removal of inappropriate "modern" facade treatments and signs are given top priority. Additionally, projects that remedy a current "blight" or code violation are also prioritized. Interior projects and working capital projects are also eligible.

## Purpose

The purpose of the Small Business Revolving Loan Fund is to encourage improvements to commercial facades visible from the public right-of-way. The loan money is intended to provide financial incentives for quality business development that:

- Encourages job creation and retention;
- By fully utilizing older downtown buildings, reduces the rate of vacancy and blight in the downtown;
- Provides financial assistance to property owners in overcoming the barriers associated with the reuse of older buildings as well as hiring and retaining the best employees;
- Generally, to promote and encourage continued growth and expansion of business and to support the purposes of the Downtown Development Authority

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# CITY OF PLAINWELL

## Design Guidelines for Downtown Commercial Rehabilitation

### Introduction

The appearance of individual buildings, storefronts, signs, alleys, window displays, parking lots and sidewalks establishes the visual character of the downtown and plays a major part in the marketing success of the business district. Presenting an attractive image is simply good business. Improvement and maintenance is not only essential to strengthen the appeal of individual properties, it is also necessary to improve the image of the entire downtown area, an important public purpose.

It must be remembered that one building is part of the street. New designs and alternatives should be compatible with existing buildings. This does not mean limiting that architectural variety of interest of the street, but rather that designs should respect existing buildings and strive for visual harmony with the character of the street.

The ultimate responsibility for the application of guidelines and their interpretation rests with the people who stand to receive the most substantial benefits from a revitalized downtown-the individual property owners and merchants.

### Intent of the Guidelines

These guidelines are intended to guide the physical and economic revitalization of the City of Plainwell. The interpretations will serve as a reference to insure a consistency in the quality of design for the city. By following these guidelines, merchants and property owners will qualify for special loan monies and benefits to be used for the improvements of commercial buildings. These guidelines and their interpretations do not attempt to provide specific solutions. They are offered as a means by which to effect beneficial change. As new technologies develop and other opportunities for improvements emerge, the interpretations of the guidelines should be periodically tested and reviewed.

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Additionally, the intent is to provide standards by which the City of Plainwell can determine whether to commit its funds to help finance improvements to existing buildings or new construction.

### **Use of Interpretations**

These interpretations offer some basic, common sense advice to merchants, property owners and others involved in improving the city. Those wishing to take advantage of the special financial incentives resulting from the partnership between the United States Department of Agriculture and the city of Plainwell should use them.

The interpretations that follow contain a brief discussion of the importance of the elements being examined and a list of specific recommendations and procedures to be avoided. The interpretations are organized as follows:

- Section I: Building Surroundings
- Section II: Front Façades
- Section III: Rear Façades
- Section IV: Architectural Details and Decoration
- Section V: New Buildings

### **Rehabilitation for Commercial Façade Loans**

Any downtown merchant or property owner who wishes to take advantage of the special financial incentive in the form of a Small Business Revolving Loan must comply with the Guidelines for Rehabilitating Commercial Buildings. The city must approve, in writing, building plans prior to any construction.

Loan funds will be dispersed upon completion of the project consistent with the approved plans.

### **Section I- Building Surroundings**

1. **Street Furniture**: Walkways, street and parking lot light poles, signs that are not on your buildings, benches, trash receptacles, streetscape landscaping, and so on are important elements of the image of a commercial building. To the extent that these are under the control of the building owner, they should be integrated with the building's design and should be in keeping with the historic nature indicated for the location of the building when they are not under the control of the owner/developer.

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2. **Neighboring Structures:** Facade improvements should be designed to be compatible with the neighboring structures. Compatibility includes how the structure relates to the street- including orientation, set-back, the height and width of the structures.
3. **Human Scale:** The scale of the architectural elements should provide comfortable surroundings for pedestrians. This applies especially to heights of canopies or awnings and heights of doors and windows.
4. **Trees:** Trees should be along the front of storefronts with an average spacing of 40 to 50 feet. With the approval of the city, fewer but larger clusters of trees may be more appropriate in some cases. Tree varieties should be selected for urban environments, considering hardiness, shape and height maturity.
5. **Location of Entry:** The main entry should face the street with the greatest public exposure and traffic. In some cases, more than one facade is highly visible to the public, such as with a corner building or a rear entrance from a parking area. In these cases, the visible facade should be treated with similar parapets and major architectural details. In cases where the secondary facade is visible, but not highly so, architectural elements may be simplified, or wrapped a short way around a corner.

## **Section II – Front Façades**

The front façades of buildings are one of the most important physical components of downtown – economically, functionally, and aesthetically. Their physical condition plays a substantial role in the well being of any business community. Unfortunately, they all too often project a negative image when they consist of inappropriate siding, peeling paint, out-of-character signs and garish color schemes.

With proper design and maintenance, the building façades in a downtown present property owners and merchants with a rare opportunity. Many of these buildings, dating predominantly from the late 1800's and early 1900's, have visually interesting and historically important architecture. As a group, these façades have a distinctive ambience that is worth maintaining. Because of the era in which they were designed and built, they have basic warmth that is hard to duplicate today.

Most façades downtown are two stories high, with commercial space located at ground level and offices, storage, or residential space above. Visually, this arrangement divides the façade into two basic parts: the upper façade which is usually a flat masonry wall with regular spaced window openings and applied decoration; and the storefront, or lower façade, which is composed primarily of large display windows and the entry.

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Unfortunately, the storefronts have usually been changed drastically as they were “modernized.” The end products of such modernization have frequently made the building not to scale and incompatible with the original façade design and materials remaining. Some building façades, on the other hand, have fared better and escaped inappropriate modernization. In this latter case, the original façade should be preserved and repaired with little or no alteration. Where the original façade is covered up, or no longer existent, any improvement should respect the documented historic character of the building as well as its neighboring buildings.

## **Storefronts**

The lower façade of the building, the storefront, has usually been altered in the years since its original construction. The net result of these changes is normally an erosion of its original character.

Every traditional commercial building façade has a well-defined opening. Many of the problems with the storefronts today are that they no longer look like an integral part of the building; rather, they appear pasted on and do not reinforce the character of the entire façade. The traditional storefront usually had a recessed entry for the front door, flanked by display windows at the property line. This configuration accomplished two important things. First, it located the display windows next to the sidewalk in full view of passersby. This allowed potential customers a full view of the merchandise on display and a view of the stores interior. Secondly, it emphasized the door and entryway. The intimacy of the enclosed and sheltered doorway provided a pleasant sense of inviting the customer inside.

## **Recommendations:**

1. Generally, storefronts should be designed to fit inside the original openings and not extend beyond it.
2. Storefronts should be designed with the largest possible window area, which is in keeping with the original opening. Emphasis should be placed on the display windows and doors that do not alter the original architectural character of the storefront.
3. Storefronts should respect the integrity of the building as a whole and relate to the building’s original character. Storefronts should be compatible with the scale, materials, color and texture of the original building.



4. Where storefronts have been covered up with incompatible material, they should be renovated by removing the covering material. Avoid use of unpainted aluminum, imitation masonry, fake shutter and other incompatible materials in renovating storefronts.
5. Use simple and unobtrusive materials when renovating storefronts. Avoid garish patterns, textures or colors that are not appropriate to the character and functionality of the storefront.
6. Where the original storefront remains, it should be preserved and repaired with as little alteration as possible.
7. If restoration of the original storefront is undertaken, it should be based on accurate duplication of features substantiated by historical, physical or pictorial evidence.
8. Avoid introducing a storefront that significantly alters the original character of the building or the relationship of the building to the street.
9. Avoid the use of mirrored or tinted glass.
10. Avoid bare aluminum window frames. If existing aluminum frames are to be retained, they should be painted.

### **Upper Façades**

From a distance, the image of the front façade is heavily influenced by its upper-story appearance. Typically, windows in the upper façades are positioned at regular intervals and act to establish a visual rhythm to the exterior design of the building. Their shape, size, placement and decorative trim constitute and contribute too many important aesthetic principles. The window openings, along with the material color and texture of the wall surface contribute to the overall visual character of the street.

#### Recommendations:

1. Screens, boards and other inappropriate materials covering façades and windows should be removed.
2. If the original window opening has been altered, restore them to their original configuration and detail. Avoid blocking window openings.

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3. If possible, save and restore the original windows and frames. Replace missing, rotting or broken sashes, frames, mullion, etc. with similar material. Replacement windows should reflect the original design and material.
4. Where clear aluminum frames have previously replaced the traditional frames, they should be painted.
5. If a new interior ceiling must be dropped below the height of existing window openings, a recessed setback, or similar device, should be used to allow the full **window** opening be retained without alteration of exterior appearance.
6. If storm windows are used to improve thermal performance, they should resemble the existing window as closely as possible in shape, appearance, and color. Storm windows should be sized to fit the entire window opening.
7. Avoid storm windows that allow moisture to accumulate and damage the window frame.
8. Avoid through-wall or through-window heating/air conditional units.
9. Avoid mirrored or tinted glass. Replacement glass should be similar to the original.
10. Avoid the use of shutters except where clear evidence indicates their historic presence.
11. Avoid substituting one type of operable sash for another, i.e. Do not replace Double Hung windows with Casement windows, etc.
12. Avoid storing material directly in front of windows. Wash upper story windows regularly and install curtains or other suitable devices to give a “lived-in” appearance if vacant.

### **Doors and Entries**

Doors are one of the primary elements, which create individual character in the exterior appearance of a building. Historically, the storefront entry was more than just a door. Its design and appearance reflected its commercial importance. The storefront door was tall in proportion, built of wood and glass, and looked substantial, yet inviting to the customer.

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The typical downtown building often has two additional doors: a second door on the front façade permitting access to the upper floors, and a rear door used both as a service and a customer entry. Compared to the storefront entry, these were traditionally modest in design.

Attractive entrances are essential, and customers or clients should be made to feel welcome as they approach the door.

Recommendations:

1. When possible, original doors should be retained, repaired and refinished. Attractive hardware, such as brass door pulls and plates add visual value to the entrance and should be retained.
2. Where bare aluminum doors are to be retained, they should be painted.
3. Consider using subtle decorations on new and replacement doors. A handsome knob or pull or an attractive molding can make the door special and inviting.
4. Rear doors should reflect the character of the rear façade. Avoid a highly decorated door that would look out of place. If rear doors serve customers as well as delivery, they should incorporate glass panels of an appropriate design.
5. New doors should be compatible with the character of the façade. Avoid fake “historic” doors that are incompatible.
6. Avoid mirrored or tinted glass in doors. Avoid windowless wood or metal doors except for service and residential entries.
7. Avoid storm doors which are inappropriate in size, color, material and texture with the original door or which require replacement of the original door.

## **Awnings**

Awnings are both visually and functionally appropriate for many commercial storefronts and upper façade windows. As a visual element, an awning can add character and interest to a façade. An awning on the storefront creates a pleasant space in front of the building, providing shade and shelter for customers and a resting place for pedestrians. Awnings on windows also reduce glare and serve as energy savers by controlling the amount of sunlight that penetrates the interior. The use of awnings downtown, with

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appropriate design, colors and materials, can provide attractive and functional additions to the building façades.

Signs on awnings can be viable solutions to providing identification for a business. Considering the cost as well as the life span of modern fabrics used for awnings, these signs can provide effective and long lasting advertising. Signs attached or incorporated into more permanent types of awning materials can also be effective communicators. (Refer to Section IV Architectural Details and the City Sign Ordinance)

### **Recommendations:**

1. Cloth or canvas awnings were traditional on most buildings downtown. Consider box awnings on the upper façade windows and slanted awnings of the storefronts. When canvas awnings are used on both upper and lower façades, they should be of compatible color, material and design.
2. The color of all awnings should complement the building. When a building contains more than one storefront, each with a different awning color, the colors should be related.
3. If signs are incorporated into an awning, the message should be simple and directed towards identification.
4. Avoid materials, colors and designs that detract from the character of the building.
5. Avoid stock, unpainted awnings, which are inappropriately related to the character of the building.
6. Signs on awnings should complement the building's architecture and color scheme.
7. Signs on awnings should constitute a single area of the awning.
8. Signs on awnings should be located on the vertical portion of the awning for maximum visibility.
9. Canopies or awnings should be placed to give a comfortable human scale underneath them. Normally, this would call for the lowest part of a canopy or awning to be a maximum of 8 feet and a maximum of 10 feet above the sidewalk, and a maximum of 1 foot above the storefront windows.

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## Surface Cleaning and Paint Removal

Cleaning the exterior façade is one way to bring new life to the appearance of a building. There are also functional reasons for cleaning, particularly masonry surfaces. Dirt on bricks or stone when combined with water will accelerate masonry deterioration. Cleaning should always be done in the least abrasive manner possible. Improper cleaning and paint removal can also result in the acceleration of the deterioration of the exterior material.

### Recommendations:

1. Water or steam cleaning is usually the safest method by which to clean buildings. A low-pressure water (500 psi) or steam method, when accompanied by manual scrubbing and a mild cleanser, will cause the least damage.
2. Paint may be removed with water-soluble alkali and solvent based chemicals applied by brush and removed with medium water pressure or steam spray. A certain chemical reaction of paint removal on material surfaces before proceeding.
3. If a brick façade was originally painted, a soft brick was probably used in construction. These surfaces should remain painted.
4. Avoid cleaning or paint removal by blasting with sand, grit, chips, shells, beads, or other abrasive substances. Blasting will erode surfaces, remove details and may accelerate the complete deterioration of the surface.
5. Avoid using chemicals that adversely affect the building fabric.
6. Avoid wet cleaning when frost is expected.

## Section III – Rear Façades

The rear façades of buildings are often a neglected and forgotten resource downtown. The rear façades, especially along the alleys, offer too many buildings potential customer as well as service entries. By being able to enter directly from a parking lot, via an attractive entry, the customer is made to feel welcomed. The visibility of the rear façade from the alley often increases the need to revitalize these surfaces. Like the storefront, the rear entry requires identification and should be made attractive and inviting. This does not, however, imply an elaborate or expensive undertaking. Rather,

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since the rears of buildings are usually plain and unadorned, the revitalization can be undertaken in a simple, straightforward manner. In general, the same recommendations apply to the rear as to the front façades.

### **Recommendations:**

1. Original doors or window openings that are not blocked should be reopened to their original dimensions and filled with appropriate doors or windows.
2. Compatible display windows should be installed to identify the business on or near the entry. Service entries should be clearly marked to avoid confusion.
3. An appropriate sign should be installed to identify the business on or near the entry. Service entries should be clearly marked to avoid confusion.
4. Recommendations established in other parts of the interpretations should be followed.

### **Section IV– Architectural Details and Decoration**

1. **Signs:** The preferred location for the main business sign is flush-mounted on the parapet of a single-story building, or the area between the storefront windows and the second-story windows on a two or more story building. If there is a separate cornice above the storefront, the sign should be below that cornice line. Please refer to the City of Plainwell's Sign Ordinance for proper sign dimensions. Contact Noreen Farmer at Plainwell City Hall at (269) 685-6821 and she can guide you through the sign ordinance too. Another acceptable location for the business sign is on the storefront glass, where painted or stenciled letters may be placed. There should be no additional signs except one in the parking area if the building is further than 100 feet from across the street.
2. **Lighting:** Exterior lighting, including lighting of signs, should be consistent with the historical period indicated for the location of the building. The quality and color of light on or near a building should be comfortable and flattering to the people entering the business. Awning should not be lit with interior bulbs or up-lights.
3. **Architectural Decoration:** Use of architectural decoration is encouraged, as long as it is subordinated to the basic form of the building. Ornament may be in store, fired clay products, or formed metal. If the facade is primarily wood, the ornament may also be of wood. Ornament should be similar in scale and

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proportion to buildings of the period, or of those which are part of the "City Image" for the location of the building.

4. **Kick-Panels Under Storefronts:** The area under the storefront glass may be handled in one of two different ways: A) It can be integrated in with the main masonry or other material of the structure; B) Panels related to the panes of glass can be given separate character with more clear glass or with wood wainscoting of a traditional pattern (beaded or grooved boards or a frame with a beveled central panel set into it).
5. **Screening Utilities:** To the extent possible, screening should obscure such utilitarian objects as trash containers, heating, cooling and ventilation equipment, and electric, gas, and communications devices. Such objects should be located or screened for minimum visibility whether on the ground, on building walls, or on roofs.

## **Section V – New Buildings**

Construction of new buildings on vacant lots downtown should be encouraged. New buildings and second floor additions should strive for excellence in design whether the project is a small, individual, infill construction within the existing downtown blocks, or larger, independently sited projects. Located within the context of an existing architectural setting, the design of new buildings and landscaping should respond positively to the physical character of the downtown. Since a good new design that responds positively to its surroundings can be done in a number of ways, it is not possible to develop specific interpretation that will apply in all cases. Every site has its own design opportunities. However, as a guide, the recommendations below should be followed.

### **Recommendations:**

1. A new building's façade should not pretend to be historic by adding pseudo-Colonial, Victorian, Tudor or other period details in an attempt to blend with the existing environment. This "applied style" approach will only detract from the character of the downtown by compromising what is truly historic.
2. Most buildings downtown share a general similarity in height that should be respected by new buildings. Extreme differences in building heights will have a detrimental visual effect on the appearance of surrounding property.
3. A new building should reflect the existing rhythm, proportion, scale and massing of buildings in the area and their relationship to the site.

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4. New buildings should respect the established setbacks and the spacing between buildings.
5. The form of the roof and cornice treatment of new buildings should respect the established context.
6. The rhythm, scale and proportion of openings in new buildings and their relationship to the wall surface in which they are located should respect the existing buildings.
7. A new building's façade should be composed of materials, textures and colors that complement adjacent façades.
8. New building details and decorations should relate to the details and decorations of the existing surround buildings.

#### **Section VI- Working capital specific to National Emergency Disasters**

In the case of a national emergency disaster, that causes a business to be shut down for a period of time greater than 1 month you may apply for a loan with the same pay back criteria of 5 years at 1% it is not possible to develop specific interpretation that will apply in all cases interest rate. A national emergency is any extraordinary situation declared by the president as threatening American citizens and not resolvable by other laws. Loans are available for \$500 to up to \$5,000.

#### **Recommendations:**

1. Working capital, mortgage/leasing payments, utilities, salary, replacement of inventory etc.





# CITY OF PLAINWELL

## Small Business Revolving Loan Fund Guidelines

### Part I

#### ELIGIBILITY

- Owners of real property within the City of Plainwell.
- Owners of business establishments within the City of Plainwell. Tenants need written approval from the property owner.

#### CONDITIONS OF ELIGIBILITY

- Property taxes and other city accounts must be current.
- Only projects consistent with the City Land Use Plan and Zoning Ordinance will be eligible for participation. These plans are available at City Hall. Call 269-685-6821 or visit [www.plainwell.org](http://www.plainwell.org).
- An existing building must be structurally sound with roof intact and meet basic safety and occupancy needs.
- Although priority will be given to existing buildings, new buildings are eligible to the extent the design meets Plainwell's design guidelines.
- Demonstrated ability to create at least one job and retain two jobs for each \$5,000 in assistance.

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## ELIGIBLE COSTS

### Fixed Asset Financing

This includes funding for rehabilitation, improvements, construction, land, buildings, machinery, and equipment. Funding priority, however, will be based on the following:

- Repair or replacement of windows, doors, walls, or other appropriate architectural elements.
- Exterior painting
- Awnings
- Exterior Lighting
- Masonry repair or cleaning
- Conversion to retail or entertainment storefront
- Restoration of vintage elements
  - Removal of historically unsuitable “modern” facade treatments
  - Removal/replacement of historically unsuitable signs and/or lighting (new signs/lights must be compatible with existing architecture)
  - Repair or restoration of original brick and woodwork
- Restoration and repair of building interiors when found to promote the success of the business
- Architectural fees (up to \$500)
- Materials and labor for work performed in association with above-mentioned improvements.

**Note:** All work performed in association with a Small Business Revolving Loan application shall be performed by licensed contractors. Use of local contractors is encouraged. Any work that requires the use of scaffolding lifts or other construction equipment in a public area must be effectively barricaded to protect the public from danger.

### Operating Funds

This includes operating money reasonably required by the business to sustain its growth as demonstrated by its cash flow analysis. Funding for owner's salaries is not eligible.

## INELIGIBLE COSTS

- Expenses incurred prior to approval of site plan by the City of Plainwell
- Mortgage or land contract financing ( except if applying NED Funds)
- Purchase of real estate
- Loan fees
- Site plan, building permit fees
- Appraiser, attorney, interior decorator fees

- Wages paid to applicant, relatives, or friends for work associated with the facade improvement (e.g. payments under the table).
- Furnishings, trade fixtures, display cases, counters, or other items taxed as personal property
- Reusable or removal items
- Any portion of expenses for which applicant pays contractor in merchandise or in-kind services.

## PROJECT PRIORITIES

Applications containing the following characteristics will have priority:

- New projects that improve real estate
- Priority will be given to projects located in the traditional downtown district.
- Priority will be given to projects offering visual impact along the city's main streets, e.g. corner lots
- Projects in which the building is owner-occupied
- Projects containing a high ratio of private to public dollars
- Projects designed to remove/replace boarded windows
- Projects designed to resolve deteriorated/inappropriate/ unsightly conditions that have existed for many years (boarded windows, deteriorated electrical fixtures, etc.).
- Projects that enhance pedestrian movement from the rear to the front of buildings.
- Projects designed to restore the historic condition of the building facade or posterior
- Projects that will complete the improvement of a block or portion of a block
- Projects that will result in the remedy of a code violation or blight
- Projects that will result in immediate, tangible change, not to be limited to exterior painting, awnings, signage, window replacement
- Start-up expenses

## LOAN AMOUNTS

Maximum Loan Amount: \$10,000 per project- first come first serve and as funds are available

Minimum Loan Amount: **\$1,000**

**Maximum Natural Emergency Disaster Amount: (NED Funds)**

**\$5,000 per business – first come first serve and as funds are available.**

**Minimum Natural Emergency Disaster Amount: (NED Funds)**

**\$500**

## **APPLICATION FEE**

*\$100 - \$300 depending collateral used*

## **LOAN TERMS**

All borrowers are responsible for repayment to the City of Plainwell in monthly installments for up to five years.

## **INTEREST RATE**

Loan Fee: A loan fee of 1.0% of the Fund loan amount is charged to the borrower. Applicants are encouraged to match or exceed the loan amount requested, but the highest ratio of public/private investment is encouraged.



# CITY OF PLAINWELL

## Small Business Revolving Loan Fund Guidelines

### Part II

#### APPLICATION CHECK LIST

All interested parties who wish to apply for the Small Business Revolving Loan Fund will submit a completed application packet to the City of Plainwell including an application fee, that varies from \$100-\$300. The application materials to be considered will include the following:

- A Small Business Revolving Loan application can be obtained from the City of Plainwell, Downtown/Community Development Manager's Office, 211 North Main Street, Plainwell, MI 49080 (269) 685-6821.
- A detailed plan illustrating the proposed improvements.
- A construction schedule, from start to finish, must be submitted with the application. Remember that all required permits must be acquired before the start of construction!
- A detailed break out of all costs, including a signed estimate from a qualified contractor.
- Proof that all real and personal property taxes are paid and current.
- Proof of insurance on the property.
- Collateral for the amount of the requested loan funds.
- Application fee - \$100 -\$300 varies due to type of collateral

## SELECTION PROCESS

- The application (begins on page 22) is completed by the property owners or tenant of the building with owner's written consent and returned to the City of Plainwell where it will be reviewed for accuracy and issues of compliance by the Small Business Revolving Loan Fund Review Committee.
- Upon recommendation by the Small Business Revolving Loan Fund Committee, the applicant will be notified that his/her project has been accepted for consideration.
- At this point, the application will be evaluated against pre-determined criteria and the United States Department of Agriculture (USDA) will be notified. Additional review or clarification may be necessary. (See Appendix A on page 26 regarding the Secretary of the Interior's Standards for Rehabilitation).
- If approved by the USDA, then permits may be acquired, the project construction may commence, and loan funds will be disbursed. If plan is inconsistent with program goals it will be returned with request for modifications.

**Note:** The City of Plainwell reserves the right to recommend loan awards it deems to be in the best interest of the City and the Small Business Revolving Loan Fund program. The City of Plainwell reserves the right to nullify loan awards that are found to be non-compliant with the conditions of this program. Non-compliant applicants may not re-apply for a period of one (1) year following the city's decision.

## POST-APPROVAL PROCEDURES

- Loans must be paid back to the City of Plainwell incrementally on a monthly basis and paid in full within five years of the project start-date.
- **A \$10 late fee will be charged monthly for overdue loan payments**
- Any changes in the scope of work must be approved by the City of Plainwell prior to construction/installation.
- All approved changes in work verification shall be attached to the original site plan and addendum dated.
- City staff may conduct periodic inspections to ensure compliance with the site plan and adopted eligible activities.

- Collateral: The loans will be fully secured. Collateral on the loans will include liens on real property and machinery and equipment.
- Projects must be completed within one (1) year of notification of project approval by the City of Plainwell. Only under extenuating circumstances, a single extension of time to complete the project can be requested in writing and may be awarded by the City of Plainwell.
- Upon completion of the project improvement, City staff will photograph the new project and submit it to the United States Department of Agriculture (USDA) to ensure that all components of the plan are met.

## **ITEMS REQUIRED IN THE SELECTION PROCESS**

### **A. Financial Evaluation**

The current performance of the business and the financial status of the proposed owners will be evaluated to determine repayment ability. The evaluation will include, but may not be limited to the following criteria:

- **Financial Status of the Business:** This involves an evaluation of prior years' and present financial performance. Financial statements and tax returns for the past two years may be asked to be provided.
- **Financial Status of the Owners:** This involves an evaluation of the prior two years, personal tax returns, personal financial statements, and credit history.
- **Projected cash flow:** Profit and Loss Statements and Cash Flow Statements for the next two years may be required.
- **Collateral/Security Analysis:** An analysis of the assets securing the loan showing evidence of their useful life should be submitted. Appraisals, when necessary, are to be provided.

### **B. Business Evaluation**

A business plan, demonstrating long-term plans for the business, should be provided.

### **C. Public Purpose Evaluation**

- **Quality of Design:** Does the quality of the project result in a high level of tangible change? Does the project demonstrate that it meets Plainwell's design standards? (See pages 4-14)  
**(10 possible points)**

- **Overall Project Impact:** Is the project beneficial to the City of Plainwell? Is the location of the improvement a benefit to the immediate area?  
**(10 possible points)**
- **Economic Impact:** Does the proposed project demonstrate positive economic influence on the City of Plainwell, and will it create new jobs or increase property values in the immediate area? Does the applicant intend to leverage this loan with their own private investment?  
**(10 possible points)**
- **Specifications, Cost Analysis:** Are the specifications complete and does the impact correlate well with the cost involved? Is there value in the project as proposed?  
**(10 possible points)**
- **Timetable for the Project:** Does the timetable provided by the applicant appear feasible and reasonable?  
**(10 possible points)**
- Project meets one or more "project priorities" (see page 17)  
**(10 possible points)**

**City of Plainwell  
Small Business Revolving Loan Fund  
Loan Application**

**General Information**

Name of Business: \_\_\_\_\_  
 Address of Business: \_\_\_\_\_  
 Company Representative & Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Tax Identification Number: \_\_\_\_\_  
 Duns Number: \_\_\_\_\_

**Business Form**

Public Corporation   
 Private Corporation   
 S-Corporation   
 LLC   
 Partnership   
 Sole-Proprietorship   
 Date Established \_\_\_\_\_

Is the business a subsidiary directly affiliated with any other organization?  
 Yes  No  If Yes, indicate relationship and name of related organization.

**Professional Assistance**

Bank & Contact: \_\_\_\_\_  
 Address & Telephone: \_\_\_\_\_  
 Accountant & Contact: \_\_\_\_\_  
 Address & Telephone: \_\_\_\_\_  
 Legal Counsel & Contact: \_\_\_\_\_  
 Address & Telephone: \_\_\_\_\_

**Ownership**

If privately held, identify all holders of outstanding stock.

Name	SSN	Address	% Ownership
_____	_____	_____	_____
_____	_____	_____	_____

**Indebtedness**

Furnish the following information on all installment debts, contracts, capital leases, notes and mortgages payable.

To Whom Payable	Original Date	Original Amount	Present Balance	Maturity Date	Rate of Interest	Monthly Payment	Current or Delinquent
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____



**Employment**

Existing employees in City of Plainwell: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

New employees in City of Plainwell\*: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

\* expected in 2 years following loan

	# of new employees	Hourly wage/salary
Managerial	_____	_____
Professional	_____	_____
Skilled Labor	_____	_____
Unskilled Labor	_____	_____
Clerical	_____	_____

Federal resources may be used to fund your loan. The following information is requested by the Federal Government to insure that all Federal programs are accessible to all individuals or businesses. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may not discriminate either on the basis of this information, or on whether you choose to furnish it. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, this lender may note the information on the basis of visual observation and surname if you have made this application in person. If you do not wish to furnish the information, please check the box below.

I do not wish to furnish this information

Sex:  Female  Male Ethnicity:  Hispanic or Latino  
 Not Hispanic or Latino Race:  African American  Puerto Rican  Native American  
 Hispanic  Eskimo or Aleut  Asian  Caucasian  Multi Group

The City of Plainwell is an EQUAL CREDIT OPPORTUNITY LENDER and will not discriminate in providing services to individuals on the basis of race, color, religion, sex, national origin, age, marital status, family status, or physical or mental disability.

**Project Costs**

Real Property Acquisition	\$ _____
Building Construction/Renovation	\$ _____
Leasehold Improvements	\$ _____
Machinery & Equipment	\$ _____
Public Infrastructure Improvements	\$ _____
Furniture & Fixtures	\$ _____
Working Capital	\$ _____
Other _____	\$ _____
Total Project Costs	\$ _____
Less: Equity/Company Participation	\$ _____
<b>Total Financing Needed</b>	\$ _____

**Natural Emergency Disaster Funds:**

Building Construction Renovation	\$ _____
Payroll	\$ _____
Utilities	\$ _____
Mortgage	\$ _____
Other	\$ _____
<b>Total Financing Request:</b>	\$ _____

**Certification**

I certify that all information in this application and all information furnished in support of this application are true and complete to the best of my knowledge and belief. I understand that you will rely on this information in deciding whether to grant credit to me or my firm. I understand that any false statement in this application, or in information furnished in support of this application, may disqualify me and my firm from consideration for a loan from the City of Plainwell's Revolving Loan Fund. You are authorized to check the credit and employment history of the owners of my firm to assure the credit qualification of the owners and the firm. I understand that you will retain this information whether or not this application is approved. My firm and I also understand that the City of Plainwell does not guarantee in any way that this financing will be secured.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Date

### Loan Agreement:

This agreement is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_  
between the City of Plainwell and \_\_\_\_\_ (borrower),  
whose address is: \_\_\_\_\_  
\_\_\_\_\_, Michigan.

The City of Plainwell, by resolution adopted on \_\_\_\_\_,  
has approved a Small Business Revolving Loan Fund recommendation to borrower  
subject to execution of this agreement.

Borrower desires to accept the loan and to abide the terms of this agreement.

The City of Plainwell has approved a loan recommendation in the amount of  
\$ \_\_\_\_\_ .

The parties agree as follows:

1. Borrower reaffirms that all information provided to the City of Plainwell is correct and accurate.
2. Borrower has read and agrees to abide by the provisions and requirements of the City of Plainwell Small Business Revolving Loan Program.
3. All work performed by the borrower will be consistent with the approval by the City of Plainwell. If borrower decides to make any changes in the project, Borrower will obtain written approval from the City of Plainwell before implementing such changes. Borrower understands that the City of Plainwell is not required to approve any changes.
4. Borrower agrees to complete the improvements within one year from the date of this agreement; and understands that failure to complete improvements within such time period will result foreclosure of the loan. Extension of the loan may be requested by the borrower and approved at the discretion of the City of Plainwell.
5. During the period of construction, borrower or its contractor agrees to keep in full force the effect a policy of commercial liability insurance in an amount of not less than one million dollars (\$1,000,000) and to name the City of Plainwell as additional insured on such policy.

6. Borrower agrees to indemnify and hold harmless the City of Plainwell from any and all claims arising out of work performed.

7. Borrower will notify the City of Plainwell in borrower's interest in the subject property changes in any way. This agreement is not assignable by Borrower without prior written approval of the City of Plainwell, which will not be reasonably withheld.

8. In further consideration of the loan, borrower hereby agrees that finished improvements will not be altered from approved plan without the written approval of the City of Plainwell, which approval will not be unreasonably withheld.

9. Borrower hereby grants to the City of Plainwell the right to use pictures, renderings, or descriptions of the work for any and all promotional purposes.

10. Installment payments of principal in the amount of \_\_\_\_\_ will be paid monthly to the City of Plainwell on the first of the month for \_\_\_\_\_ months starting \_\_\_\_\_, 201\_.

11. All closing costs and recording fees will be the responsibility of the borrower.

12. Each applicant is limited to no more than one application each year, with priority given to new applicants.

#### DEFAULT AND REMEDY

To access program funds, applicants must demonstrate a bona fide commitment to implement building improvements and must certify that construction will commence within 60 days of funding approval and that the Project will be completed within 300 days thereafter. Applicant will be in default if rehabilitation is not undertaken within the specific time period, with 100% of paid costs and expenses to be reimbursed to the City of Plainwell.

In the event of default all program funds applied to the project shall become due and payable, plus collection costs and reasonable attorney fees, if applicable. One or more of the following events shall constitute default:

1. The Owner/Applicant fails to pay, when due, the loan payment, any real estate taxes or special assessments on the subject property.
2. The Owner/Applicant expends program funds for uses other than approved project costs as represented in the original application.
3. If, during a period of five (5) years following the completion of the project, the Owner/Applicant transfers ownership or interest in subject property to another party, unless, such transfer secures the prior written approval of the City of Plainwell.

4. Borrower defaults on private bank loan or other public financing made in conjunction with the Small Business Revolving Loan Fund.

In witness whereof, the parties have signed this agreement on the day and year first above written.

In the presence of \_\_\_\_\_  
The City of Plainwell

In the presence of \_\_\_\_\_  
Borrower

Date \_\_\_\_\_

**SECTION 7 - INFORMATION FOR GOVERNMENT REPORTING PURPOSES**

Federal resources may be used to fund your loan. The following information is requested by the Federal Government to insure that all Federal programs are accessible to all individuals or businesses. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may not discriminate either on the basis of this information, or on whether you choose to furnish it. If you furnish the information, please provide both ethnicity and race. For race, you may check more than one designation. If you do not furnish ethnicity, race, or sex, this lender may note the information on the basis of visual observation and surname if you have made this application in person. If you do not wish to furnish the information, please check the box below.

**I do not wish to furnish this information**

**Sex:**  Female  Male

**Ethnicity:**  Hispanic or Latino  
 Not Hispanic or Latino

**Race:**  African American  Puerto Rican  Native American  Hispanic  
 Eskimo or Aleut  Asian  Caucasian  Multi Group

## **Appendix A**

### **Secretary of the Interior's Standards for Rehabilitation:**

The rehabilitation information and recommendations in these guidelines are consistent with the following standards adopted by the Secretary of Interior, through the National Park Service to guide preservation projects nationwide. The standards pertain to historic buildings of all materials, construction types, and sizes, and they are concerned with both the exteriors and interiors of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached adjacent or related new construction. As written, the Standards are principally used when the National Park Services evaluates projects using the 20% Historic Rehabilitation Tax Credit, but are useful for anyone interested in preserving a building's character during rehabilitation.

The Secretary of the Interior's Standards are based on a two-part rehabilitation philosophy:

1. Retention of original or historic materials to the greatest extent possible; and
2. Avoiding the creation of false "historic" appearance.

To achieve these two goals, the National Park Service and most state and local preservation agencies and organizations discourage removal of existing historic building elements. If such elements are very deteriorated, they may be replaced, preferably with salvaged historic architectural elements from other buildings. Historic building interiors are considered as important as exteriors and as worthy of sensitive treatment. The basis of this preservation philosophy is that preservation has both real and intangible benefits, primarily the increased economic value and the higher quality of life that comes with careful preservation of historic structures and their original character and materials.

### **The Secretary of the Interior's Standards for Rehabilitation are as follows:**

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as

adding conjectural features of architectural elements from other buildings, shall not be undertaken.

3. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

4. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

5. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.

6. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

7. Significant archaeological alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.

8. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

### **In other words...**

Retaining sound older building materials, ornamentation and details is ideal; avoid changes that cause removal or alteration of such elements.

When such historic features are deteriorated, it means replacing them with new ones as close to the originals as possible- preferably in the same materials.

It means making changes in a sensitive way- constructing additions that do not overwhelm the original building and that are clearly secondary to it; avoiding gratuitous removal of trim and details, especially during roofing or siding projects.

Resist the temptation to "early up" a building by applying false historic details or giving it a character that it never had.

In cleaning historic masonry, the goal should be to find an effective cleaning method that uses the least amount of water, detergent, or chemicals that will get the job done.

The Standards also recognize that buildings need modern plumbing, heating, wiring, and air conditioning. Such work is entirely acceptable, but it should be done in a way that is unobtrusive and does not cause loss of important historic building materials.



## Brian Kelley

---

**From:** Denise Siegel  
**Sent:** Wednesday, April 22, 2020 8:19 AM  
**To:** Erik Wilson; Brian Kelley  
**Subject:** FW: Loan Packet Covid19

Lisa approved our changes to the Revolving Loan - see below

*Denise Siegel*  
*Community Development Manager*  
*City of Plainwell*  
*269-685-6821*



[Plainwell.org](http://Plainwell.org)

“The City of Plainwell is an equal opportunity provider and employer”

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**From:** Epple, Lisa - RD, Paw Paw, MI [mailto:lisa.epple@usda.gov]  
**Sent:** Tuesday, April 21, 2020 5:33 PM  
**To:** Denise Siegel  
**Subject:** RE: Loan Packet Covid19

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

There are no issues with these changes. USDA concurs with your request to update your loan materials for the RLF.

Lisa Epple  
Area Specialist | Paw Paw Sub-Area Office  
Rural Development  
United States Department of Agriculture  
1035 E Michigan Ave., Ste. A | Paw Paw, MI 49079  
Phone/Cell: 269-463-8030 | Fax: 855-662-9274  
TDD/TTY: 800-649-3777  
[lisa.epple@mi.usda.gov](mailto:lisa.epple@mi.usda.gov)  
[www.rd.usda.gov](http://www.rd.usda.gov) | “Committed to the future of rural communities”

*USDA is an equal opportunity provider and employer.*

---

**From:** Denise Siegel <DSiegel@plainwell.org>  
**Sent:** Tuesday, April 21, 2020 3:12 PM  
**To:** Epple, Lisa - RD, Paw Paw, MI <lisa.epple@usda.gov>  
**Cc:** Erik Wilson <EWilson@plainwell.org>  
**Subject:** Loan Packet Covid19

Lisa we have add a section VI – Natural Emergency Disaster Funds on page 15 – other changes are in the application Page 18 and the final page in the application. (page 25)

Let me know if the language is good to go.

Thanks

*Denise Siegel*  
*Community Development Manager*  
*City of Plainwell*  
*269-685-6821*



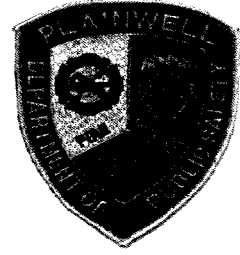
**MailScanner has detected a possible fraud attempt from "gcc02.safelinks.protection.outlook.com" claiming to be Plainwell.org**

“The City of Plainwell is an equal opportunity provider and employer”

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# **PLAINWELL PUBLIC SAFETY**

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Police, Fire and Medical First Responder Services

# **MONTHLY REPORT**

## **February 2020**

**Prepared by Director Bill G. Bomar**

# Plainwell Department of Public Safety

## Scheduled Hours By Activity for February 2020

*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

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.

918

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.

77

8.36%

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

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

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

182

19.81%

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

### HOURS SPENT ON SUPPORT OR PERIPHERAL ACTIVITIES

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

311

33.85%

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

### TOTAL UNOBLIGATED PATROL HOURS

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

349

37.98%

Examples include: General Preventive Patrol, Building Security Checks, Etc.

Note: This also includes any break time the officers take during their shift.

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

569

62.02%

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.

# Plainwell Department of Public Safety

## Complaints/Activities for February 2020

### ARRESTS

CUSTODIAL ARRESTS	11	<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	26	<i>Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)</i>
NON-HAZARDOUS CITATIONS	11	<i>Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)</i>
DRUNK DRIVING CITATIONS	0	<i>This is an activity that we specifically monitor that would normally be considered a hazardous citation.</i>
PARKING CITATIONS	16	<i>Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.</i>
VERBAL WARNINGS	15	<i>Traffic enforcement where no citation was issued but warnings were given.</i>
TOTAL TRAFFIC CITATIONS/WARNINGS	68	

### COMPLAINTS

ORIGINAL DISPATCH COMPLAINTS	181	<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	11	<i>Complaints observed by the officer while on patrol or came to their attention by personal observation.</i>
TOTAL COMPLAINTS	192	

### OTHER ACTIVITIES

MOTORISTS ASSISTS	16	<i>Motorist contacts caused by mechanical breakdown or similar problem.</i>
PROPERTY INSPECTIONS	2	<i>Checks of homes or business specifically requested by a home or business owner.</i>
MOTOR VEHICLE ACCIDENTS	3	<i>Total motor vehicle accidents both on public roads or private property.</i>
COMMERCIAL BUILDING SECURITY CHECK	1,206	<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	February	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	0	1
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	4	15
<b>PROPERTY CRIMES</b>			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	0	2
2300	Larceny	1	5
2400	Motor Vehicle Theft	0	0
2500	Forgery/Counterfeiting	0	2
2600	Fraudulent Activities	3	5
2700	Embezzlement	0	0
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	2	2
3500	Violation of Controlled Substances Act	0	1
<b>MORALS/DECENCY CRIMES</b>			
3600	Sex Offenses (Other than Sexual Assault)	1	1
3700	Obscenity	0	0
3800	Family Offenses	3	3
4100	Liquor Violations	0	0
<b>PUBLIC ORDER CRIMES</b>			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	0
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	0	2
5000	Obstructing Justice	0	3
5200	Weapons Offenses	0	0
5300	Public Peace	8	16
5400	Traffic Investigations - Any Criminal Traffic Complaints	2	3
5500	Health and Safety	0	4
5600	Civil Rights	0	0
5700	Invasion of Privacy	1	2
6200	Conservation Law Violation	0	0
7300	Miscellaneous Criminal Offense	0	0
<b>GENERAL NON-CRIMINAL</b>			
9100	Juvenile/Minor/School Complaints	0	0
9200	Civil Custody	0	0
9300	Traffic Non-Criminal ( Reports Only - Does not include Citations Issued)	8	24
9400	False Alarm Activation	3	5
9500	Fires (Other than Arson)	1	2
9700	Accidents, All Other	0	0
9800	Inspections, Unfounded FIRS	36	63
9900	General Assistance (All Except Other Police Agencies)	58	121
9911 & 9912	General Assistance (Other Police Agencies)	32	88
FIRS	Medical First Responder	0	0



## February Reports for Plainwell Department of Public Safety

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

The Plainwell Department of Public Safety was dispatched to 32 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
02/01/20	0833	0835	1116 N. Apple Court	Medical	Medical	T-62, patrol	2	3
02/05/20	2313	2320	320 Brigham Street	Medical	Medical	Patrol	2	3
02/12/20	1740	1750	910 10 <sup>th</sup> Street	Structure fire	Assist Gun Plain	T-63, E-17	3	6
02/13/20	1504	1505	551 Allegan Street	Gas leak	Spill control, confinement	E-11, T-63	3	4
02/15/20	2010	2017	338 W. Allegan Street	Structure fire	Assist Otsego	E-17, T-63	2	7
02/15/20	2035	2037	151 N. Main Street	Medical	Medical	E-17, T-63	3	7

\*\*\*\*\*

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

Plainwell High School: 6  
684 Starr Road

Gilkey School: 1  
707 S. Woodhams Street

Plainwell Middle School: 2  
720 Brigham Street

Starr Elementary: 0  
601 school Drive

Early Childhood Development: 0  
307 E. Plainwell Street

Renaissance School: 1  
422 Acorn Street

Admin, Maintenance & Bus Garage: 0  
600 School Drive

Community Center: 0  
798 E. Bridge Street

# Water Renewal

Superintendent: Bryan Pond

March 2020



## Significant Department Actions and Results

I completed and submitted the plant annual Industrial Pre Treatment Report, The Mercury Residual Monitoring Program report, and the Plant five yr. NPDES Permit application to the State of Michigan EGLE.

We met with staff from the City of Big Rapids to look at our new Screw Pumps they were going to replace soon.

## Pending Items (including CIP)

Sherwood street sewer improvements  
Replace plant handrails from 1980

Primary Tanks  
Final Tanks  
W. stair case

## Expenditure Summary/Issues

\$21,460  
\$15,985  
\$8,525  
\$45,970

(budgeted)

\$277,259

(completed)

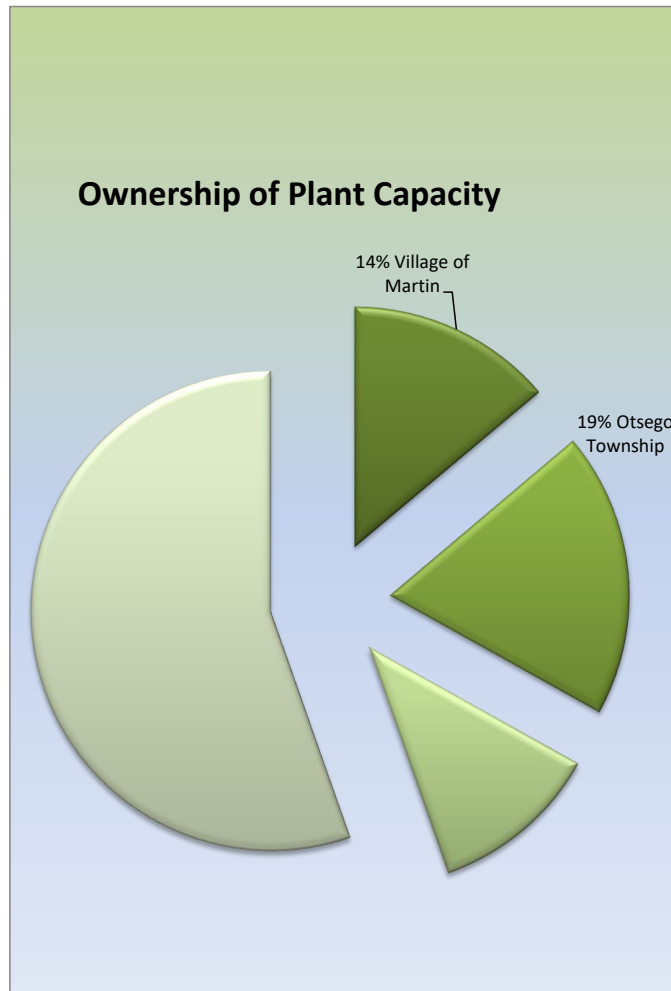
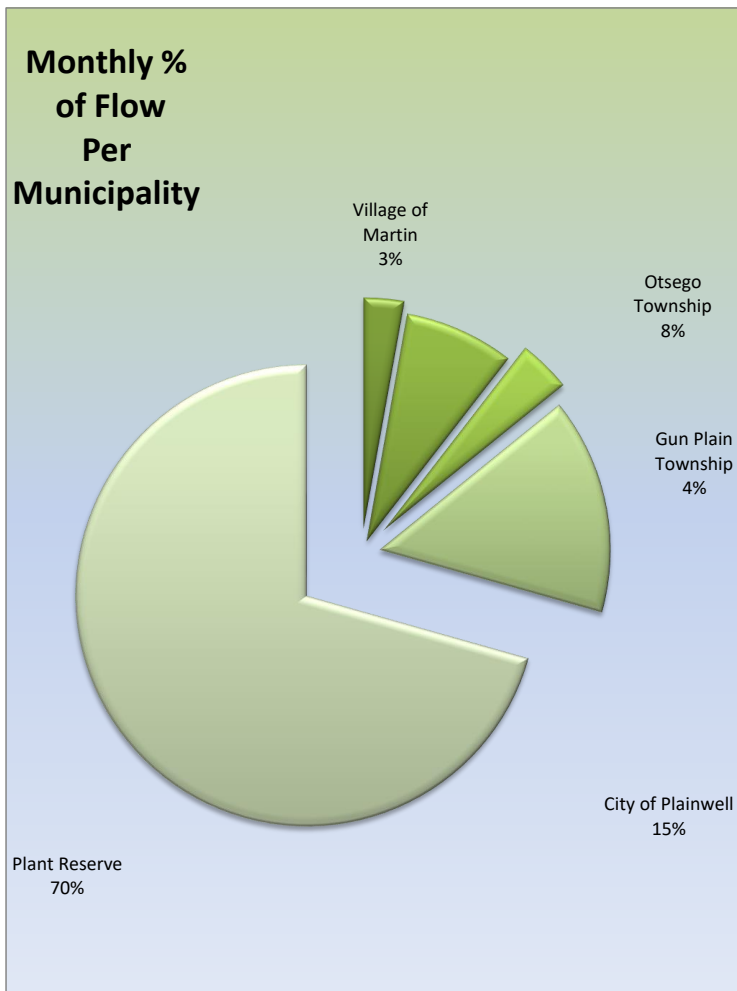
\$0



## Monthly Flow Data

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

	Total Gallons	Permitted Daily Flow Gallons	Reserve	Ownership of Plant Capacity
<b>Village of Martin</b>	827,507			
Gun River MH Park	306,000			
US 131 Motor Sports Park	0			
<b>Total:</b>	1,133,507			
<b>AVG. DAILY:</b>	40,482	180,000	78%	14%
<hr/>				
<b>Otsego Township</b>	<b>Total:</b> 3,096,989			
	<b>AVG. DAILY:</b> 110,607	250,000	56%	19%
<hr/>				
<b>Gun Plain Township</b>	<b>Total:</b> 994,000			
North Point Church	0			
North 10th Street	262,766			
Gores Addition	228,778			
<b>AVG. DAILY:</b>	53,055	150,000	65%	12%
<hr/>				
<b>City of Plainwell</b>	<b>Total:</b> 6120577			
	<b>AVG. DAILY:</b> 197437.97	720,000	73%	55%
<hr/>				
<b>Avg. Daily Plant Flow from entire service district</b>	0.37			



## State Required Reporting Compatible Pollutants

MI State Requirement	City Benchmark	Monthly Avg. Reported/MDEQ
----------------------	----------------	----------------------------

**Carbonaceous Biochemical oxygen demand (CBOD-5):**

25 mg/l	15	20.96
---------	----	-------

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

**TOTAL SUSPENDED SOLIDS (TSS):**

30 mg/l	15	17
---------	----	----

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

**PHOSPHORUS (P):**

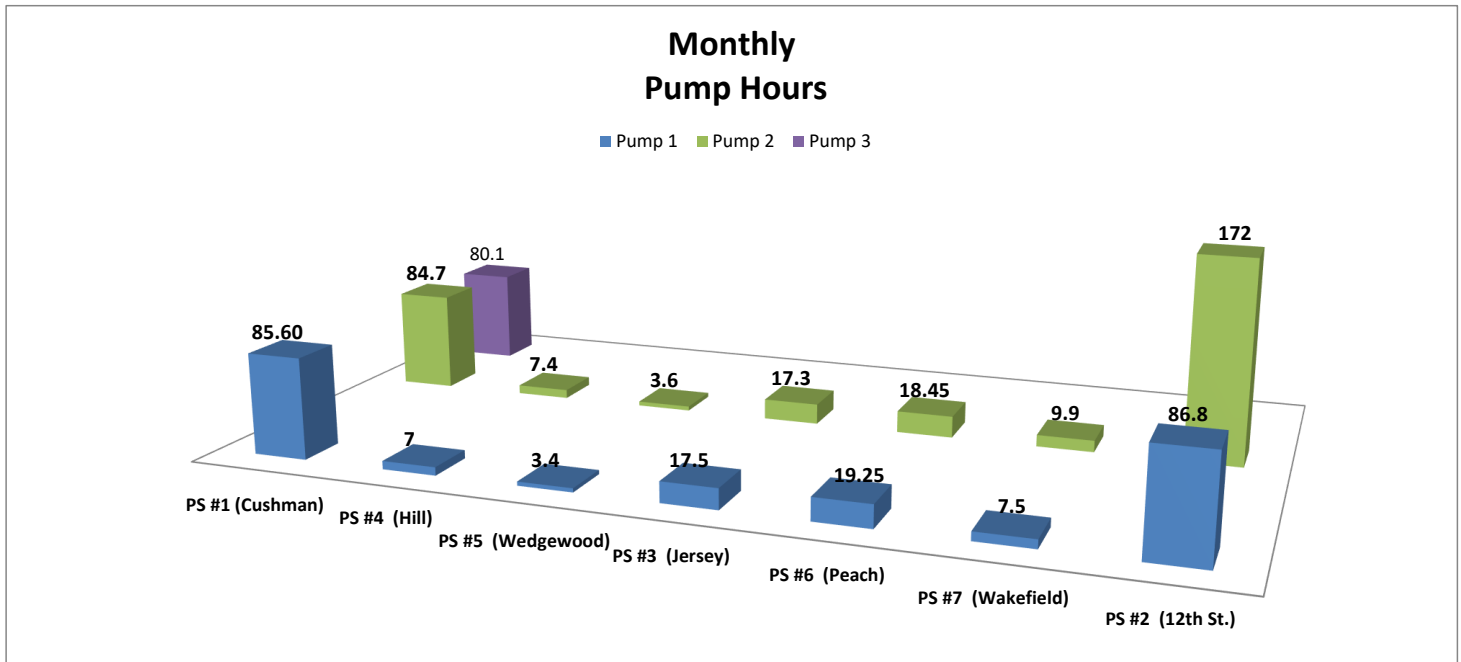
1.0 mg/l	0.45	0.47
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*Controlling phosphorous discharges is a key factor in preventing eutrophication of surface waters. Eutrophication is caused by water enrichment of inorganic plant nutrients. Eutrophication negatively effects water bodies due to increases in algal blooming, causing excessive plant growth which depletes dissolved oxygen in the river which is necessary for aquatic life to survive.*

**Total Coliform (COLI):**

200counts/ml	50	1
--------------	----	---

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



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

04/23/2020

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL  
EXP CHECK RUN DATES 04/27/2020 - 04/27/2020  
JOURNALIZED OPEN AND PAID  
BANK CODE: UBAP - CHECK TYPE: PAPER CHECK

Vendor Code	Vendor Name	Description	Amount
000002	AT&T - SBC		
	APR-20	PHONES THROUGH 04/13/2020	1,044.91
TOTAL FOR: AT&T - SBC			1,044.91
000010	RIDDERMAN & SONS OIL CO INC		
	132370	DPW DIESEL FUEL 04/07/2020	341.67
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			341.67
000034	VERIZON		
	9852218910	UTILITY MACHINE CELL SERVICE 03/11/20 - 04/10/20	48.00
TOTAL FOR: VERIZON			48.00
000035	APPLIED IMAGING		
	1527441	CITY HALL COPIER CHARGES TO 04/12/2020	115.00
	1528262	DPW/WR COPIER CHARGES TO 04/15/2020	39.77
TOTAL FOR: APPLIED IMAGING			154.77
000096	NYE UNIFORM CO INC		
	734573	DPS SHIRTS(2) - M. BRUCE	83.00
TOTAL FOR: NYE UNIFORM CO INC			83.00
000100	SIEGFRIED CRANDALL PC		
	102400	MARCH 2020 ASSISTANCE	200.00
TOTAL FOR: SIEGFRIED CRANDALL PC			200.00
000104	HARDINGS MARKET 380		
	2020.04	DPS COVID-19, BAGS	4.78
TOTAL FOR: HARDINGS MARKET 380			4.78
000153	FLEIS & VANDENBRINK INC		
	55308	FEBRUARY 2020 SERVICES - SHERWOOD AVE PROJECT 8	6,474.63
TOTAL FOR: FLEIS & VANDENBRINK INC			6,474.63
000157	DAVID RANTZ		
	2020.04	19/20 SHOE ALLOWANCE	32.65
TOTAL FOR: DAVID RANTZ			32.65
001413	NORTH CENTRAL NCL OF WISCONSIN INC		
	437636	WR LAB SUPPLIES	575.74
TOTAL FOR: NORTH CENTRAL NCL OF WISCONSIN INC			575.74
001536	WASHWELL-STADIUM DRIVE GROUP-SOAP		
	2591	MARCH 2020 DRY CLEANING DPS	53.00
TOTAL FOR: WASHWELL-STADIUM DRIVE GROUP-SOAP			53.00

001645	ALEXANDER CHEMICAL CORPORATION		
	23292	WR - CHLORINE (4), SULFUR DIOXIDE (3)	1,161.00
	23380	CONTAINER RETURN	(700.00)
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			461.00
-----			
002301	JOYFUL CLEANING - LINDA TUBBS		
	1137	MARCH 2020 CLEANING SERVICES	964.00
TOTAL FOR: JOYFUL CLEANING - LINDA TUBBS			964.00
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002371	RENEWED EARTH INC		
	28122	YARD WASTE CONTRACT APRIL 2020	1,250.00
TOTAL FOR: RENEWED EARTH INC			1,250.00
-----			
002402	STEENSMA LAWN & POWER EQUIPMENT		
	691632	OIL FOR CHAIN SAWS & BLOWERS	44.28
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			44.28
-----			
002582	PLAINWELL REDI MIX - COSGROVE ENTER		
	10078	SIDEWALK REPAIR - UPPER COOK PARK	292.00
TOTAL FOR: PLAINWELL REDI MIX - COSGROVE ENTER			292.00
-----			
002650	FUEL MANAGEMENT SYSTEM/PACIFIC PRID		
	84137	DPS FUEL 04/01/20 - 04/15/20	299.16
TOTAL FOR: FUEL MANAGEMENT SYSTEM/PACIFIC PRID			299.16
-----			
002708	MORGAN BIRGE' & ASSOCIATES		
	54969	MARCH 2020 PHONE MAINTENANCE	130.00
	55413	APRIL 2020 PHONE MAINTENANCE	130.00
TOTAL FOR: MORGAN BIRGE' & ASSOCIATES			260.00
-----			
002740	STATE OF MICHIGAN		
	551-560822	SOR FEES - GORDON, PIERRE, VANDYK	90.00
TOTAL FOR: STATE OF MICHIGAN			90.00
-----			
002813	GORDON WATER SYSTEMS		
	1869296	COOLER RENTAL - CH	8.00
TOTAL FOR: GORDON WATER SYSTEMS			8.00
-----			
002864	STATE OF MICHIGAN DEPT OF LICENSING		
	2020-04DPS	S/N 053375 - 2020 DPS ELEVATOR CERT RENEWAL	180.00
TOTAL FOR: STATE OF MICHIGAN DEPT OF LICENSING			180.00
-----			
004193	COMPASS MINERALS		
	622247	ROAD SALT - SEASONAL	8,516.36
TOTAL FOR: COMPASS MINERALS			8,516.36
-----			
004220	US BANK EQUIPMENT FINANCE (COPIER)		
	411868904	MAY 2020 DPW/WR COPIER	113.00
TOTAL FOR: US BANK EQUIPMENT FINANCE (COPIER)			113.00
-----			
004241	GHD SERVICES INC		

	1056892	UTILITIES/Common Area Maint for March 2020	1,826.51
TOTAL FOR: GHD SERVICES INC			1,826.51
-----			
004855	PLAINWELL ACE HARDWARE		
	4865	SHOVEL FOR SHOP	21.99
	4983	WAKEFIELD LIFT STATION LID REPAIR	0.95
	5046	SCOOP SHOVEL FOR STORM DRAIN CLEAN OUT	19.99
	5063	DPW FURNACE FILTER	56.97
	5071	SAND FOR WEIGHTED SIGN	15.98
	5073	BAR & CHAIN OIL	27.98
TOTAL FOR: PLAINWELL ACE HARDWARE			143.86
-----			
004873	MLIVE MEDIA GROUP		
	0002543049	ASBESTOS ABATEMENT NOTICE 2/04/20 & 2/14/20	303.90
TOTAL FOR: MLIVE MEDIA GROUP			303.90
-----			
004902	BLOOM SLUGGETT PC		
	20230	MARCH 2020 ATTORNEY FEES	2,260.00
TOTAL FOR: BLOOM SLUGGETT PC			2,260.00
-----			
004910	ON DUTY GEAR LLC		
	22276	ARMOR EXPRESS BP VEST CARRIER/ID TAGS - PELL BRUC	663.95
TOTAL FOR: ON DUTY GEAR LLC			663.95
-----			
005021	ROBERT DARVAS ASSOCIATES PC		
	15571	STRUCTURAL ENGINEERING - MILL DEMO	17,807.50
TOTAL FOR: ROBERT DARVAS ASSOCIATES PC			17,807.50
-----			
TOTAL - ALL VENDORS			44,496.67

**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:

**Amanda Kersten**

Digitally signed by Amanda Kersten  
DN: cn=Amanda Kersten, o=City of Plainwell, ou=City Hall, email=akersten@plainwell.org, c=US  
Date: 2020.04.23 13:19:49 -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  
Date: 2020.04.23 13:31:14 -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  
Date: 2020.04.24 11:48:44 -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: 2020.04.23 15:10:59 -04'00'

**Bob Nieuwenhuis, 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:

**Robert Nieuwenhuis**

Digitally signed by Robert Nieuwenhuis  
Date: 2020.04.24 04:56:42 -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  
Date: 2020.04.24 13:02:03 -04'00'


04/24/2020

CHECK REGISTER FOR CITY OF PLAINWELL  
CHECK DATE FROM 04/13/2020 - 04/24/2020

Check Date	Bank	Check	Vendor Name	Description	Amount
<b>Bank CBGEN Chemical Bank - General AP Account</b>					
<b>Check Type: EFT Transfer - Automatic Payments</b>					
04/13/2020	CBGEN	1748(E)	SILVERSCRIPT INSURANCE COMPANY	APRIL 2020 RETIREE PRESCRIPTION COVERAGE	30.20
04/13/2020	CBGEN	1749(E)	SILVERSCRIPT INSURANCE COMPANY	APRIL 2020 RETIREE PRESCRIPTION COVERAGE	30.20
04/24/2020	CBGEN	1750(E)	FIRST NATIONAL BANK (CREDIT CARD)	APRIL 22 2020 CHEMICAL BANK CREDIT CARDS	<u>1,484.50</u>
Total EFT Transfer:					<u>1,544.90</u>
 <b>Bank UBAP United Bank - General Checking</b>					
<b>Check Type: Paper Check - Manual Checks</b>					
04/15/2020	UBAP	15896	MICHIGAN GAS UTILITIES CORP	GAS UTILITY THROUGH 04/06/2020	2,505.89
04/15/2020	UBAP	15897	CHARTER COMMUNICATIONS (SPECTRUM	CH PHONES/INTERNET/TV THROUGH 05/04/2020	642.64
04/15/2020	UBAP	15898	REPUBLIC SERVICES (RECYCLE)	RECYCLING SERVICES APRIL 2020	2,593.50
04/20/2020	UBAP	15899	RHINO'S HOMETOWN PUB	UB PAYMENT REVERSAL/REFUND PER CUSTOMER	<u>181.04</u>
Total Paper Check:					<u>5,923.07</u>
REPORT TOTALS:					
Total of 7 Checks:					7,467.97
Less 0 Void Checks:					<u>0.00</u>
Total of 7 Disbursements:					<u><u><b>7,467.97</b></u></u>

## Off Cycle Payment Authorization

<b>Brian Kelley, City Clerk/Treasurer</b>
<p>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.</p>
<p>Insert Signature:</p> <div style="text-align: right; margin-top: 20px;">  <p><b>Brian Kelley</b> Digitally signed by Brian Kelley Date: 2020.04.24 09:33:29 -04'00'</p> </div>

<b>Erik J. Wilson, City Manager</b>
<p>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.</p>
<p>Insert Signature:</p> <div style="text-align: right; margin-top: 20px;">  <p><b>Erik Wilson</b> Digitally signed by Erik Wilson Date: 2020.04.24 13:01:11 -04'00'</p> </div>

**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION  
NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
CONSUMERS ENERGY COMPANY  
CASE NO. U-20734**

- Consumers Energy Company requests the Michigan Public Service Commission for approval of an Amendment to its Power Purchase Agreement.
  - The information below describes how a person may participate in this case.
  - You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- 

- A pre-hearing will be held:

**DATE/TIME:**      **Wednesday, April 29, 2020 at 9:00 AM**

**BEFORE:**          **Administrative Law Judge Dennis Mack**

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

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

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The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Consumers Energy Company's (Consumers Energy) March 2, 2020 application requesting Commission approval of Amendment No. 2 and specifically the recovery by Consumers Energy of all payments under the Power Purchase Agreement with Entergy Nuclear Power Marketing, LLC, as amended, for the purpose of Section 6j of 1982 PA 304, MCL 460.6j and all other applicable law.



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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by April 22, 2020. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

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

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

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

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

## Reports & Communications:

### A. Resolution 2020-11 – Temporarily Suspend Water/Sewer Billing Late Fees

In light of the ongoing COVID-19 emergency restrictions, the city recognizes financial difficulties that utility system customers may be facing. In efforts to treat all accounts equally, penalty forgiveness for all accounts would minimize the financial impact for the customers and would save city resources in assessing and collecting those fees.

**Recommended action:** Council will consider adopting Resolution 2020-11 to temporarily suspend the collection or implementation of late fees for all utility accounts for April and May 2020 due to COVID-19 .

### B. Public Safety & Public Works – Storm Damaged Vehicle Repairs

On April 7, 2020, the severe storm caused hail damage to four (4) Public Safety vehicles and one (1) Public Works vehicle. The insurance adjustor included all city vehicles into one claim, thereby limiting the deductible paid by the city. The city has already received insurance proceeds of \$14,683.72

**Recommended action:** Council should consider approving the repair of four (4) Public Safety and one (1) Public Works vehicles damaged during the April 7, 2020 hail storm, with H&H Auto Body at an estimated cost of \$18,282.38, paid for by the city's liability insurance.

### C. Renewal of City Assessor's Contract

On April 24, 2017, City Council approved Michael Richmond as the City Assessor after a bidding process. The contract for services expires on April 30, 2020. The city has negotiated a three-year contract renewal which freezes the assessing fees for one year and maintains service levels.

**Recommended action:** Council should consider approving a three-year contact with Michael Richmond for Assessing Services and authorizing the City Manager to execute all documents related to the approved action.

### D. Revolving Loan Program – Additions for Working Capital Loans

The city's Revolving Loan Program has been in existence for some time to offer loans to businesses for building rehabs. Given the current economic situation, the Program is being expanded to offer working capital loans during times of national disasters that causes a business to be shut down for more than one month. The loans are available for \$500 up to \$5,000 and carry a 5-year maximum payback. The USDA, the city's original grantor, has reviewed and recommends approval for the changes.

**Recommended action:** Council should consider approving modifications to the city's Revolving Loan Program to include loans for business working capital loans during time of national disasters.

## Reminder of Upcoming Meetings

- May 14, 2020 – Allegan County Board of Commissioners – 7:00pm
- May 6, 2020 – Plainwell Planning Commission – 7.00pm
- May 12, 2020 – Plainwell DDA/BRA/TIFA Board– 7:30am
- May 11, 2020 – Plainwell City Council – 7:00pm

## Non-Agenda Items / Materials Transmitted

- Notice of Public Hearing – Consumers Energy – April 29, 2020 9am