

City of Plainwell



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

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

"The Island City"

AGENDA

Plainwell City Council

Monday, March 27, 2023 - 7:00PM

Plainwell City Hall Council Chambers

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes – 03/13/2023 Regular Meeting
6. General Public Comments
7. County Commissioner Report
8. Agenda Approval
9. Mayor's Report
10. Recommendations and Reports:

A. Special Event Permit – Plainwell Festival Days

Council will consider Special Event Permit 23-06 for the Island City Festival June 8 to 10, 2023.

B. Property Transfer – 401 South Sherwood Avenue

Council will consider approving the receipt of land at 401 S. Sherwood Ave., from Kalamazoo Valley Habitat for Humanity, authorizing payment of the revenue stamps of \$77.40 and related filing fees and authorizing Interim City Manager Nieuwenhuis to sign all documents on behalf of the city.

C. DPW – Michigan Avenue Sanitary Sewer Replacement Design Engineering Services

Council will consider approving the project with Fleis & Vandenbrink for preliminary and final design engineering for the Michigan Avenue Sanitary Sewer Replacement in the amount of \$7,400.00, authorizing the Interim City Managers to sign the documents on behalf of the city.

D. DPW – Old Orchard Project Engineering Services

Council will consider approving the project with Fleis & Vandenbrink for final engineering design for the Old Orchard Project in the amount of \$172,000.00, authorizing the Interim City Managers to sign the documents on behalf of the city.

E. DPW – North Main and West Bridge Construction Engineering Services

Council will consider approving the project with Fleis & Vandenbrink for construction engineering services for the North Main and West Bridge Bridge Project in the amount of \$78,800.00, authorizing the Interim City Managers to sign the documents on behalf of the city.

The Island City

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F. Assessing Services Contract

Council will consider approving a one-year professional services contract with R&R Assessing Inc., for assessing services at a cost not to exceed \$19,500.00, authorizing the Interim City Managers to sign the documents on behalf of the city.

- 11. Communications:** The February 2023 Public Safety and Water Renewal Reports, the draft minutes from the March 14, 2023 DDA/BRA/TIFA Board Meeting and the draft minutes from the March 15, 2023 Planning Commission Meeting.
- 12. Accounts Payable - \$94,909.69**
- 13. Public Comments**
- 14. Staff Comments**
- 15. Council Comments**
- 16. Adjournment**

Agenda Subject to Change

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

Reminder of Upcoming Meetings

- April 5, 2023 – Plainwell Planning Commission – 6:30pm
- **April 10, 2023 – Plainwell City Council – 7:00pm**
- April 11, 2023 – Plainwell DDA/BRA/TIFA – 7:30am
- April 13, 2023 – Plainwell Parks & Trees – 5:00pm

Non-Agenda Items / Materials Transmitted

- Notice of Public Hearing – Gun Plain Township Planning Commission – April 19, 2023 6pm

MINUTES
Plainwell City Council
March 13, 2023

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Peter Dams of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 02/27/2023 regular meeting and the 03/06/2023 special meeting. On a voice vote, all voted in favor. Motion passed.
6. Proclamations:

Mayor Keeler read the following proclamation honoring the Plainwell High School Wrestlers

WHEREAS, the hard work, dedication, sportsmanship, talent and exceptional team chemistry of the 2023 Plainwell High School wrestling team has enabled these student athletes to compete for and earn a State Championship title; and

WHEREAS, earning its way to the 2023 Michigan High School Athletic Association Division 2 Semi-Finals in team competition brought honor to Plainwell High School and the City of Plainwell on the local and state; and

WHEREAS, six (6) individual wrestlers also earned their way to the 2023 Michigan High School Athletic Association Division 2 Tournament, with four (4) of them placing in the finals; and

WHEREAS, Wrestlers Steele Madison and Austin Gyorkos qualified for states, Wrestlers Trammel Robinson and Avery Lynch placed 3rd in their weight classes, Wrestler Aiden Young placed 6th in his weight class, Wrestler Madison Nieuwenhuis earned the State Championship in her weight class and Head Coach Rodd Leonard was named All State Coach of the Year for Division 2;

WHEREAS, Head Coach Rodd Leonard and the entire coaching staff, team member parents, faculty and student body at Plainwell High School were integral in guiding the team to victory through their unwavering support;

NOW, THEREFORE, I, Brad Keeler, Mayor of the City of Plainwell, do hereby recognize and heartily congratulate Plainwell High School and the 2023 State Championship Wrestling Team, Individuals and Coaches on their outstanding accomplishments.

IN WITNESS WHEREOF, I, Brad Keeler, have hereunto set my hand and caused to be affixed the great seal of the City of Plainwell, Michigan, on this 13th day of March, 2023.

Mayor Keeler then read the following proclamation dedicated to City Manager Erik Wilson

WHEREAS, Erik J. Wilson as hired by the Plainwell City Council as the City Manager on March 25, 2002; and

WHEREAS, Erik Wilson has faithfully served the City of Plainwell as the City Manager for the past twenty-one (21) years; and

WHEREAS, Erik Wilson's trailblazing visions have been a valuable asset to the Citizens of the City of Plainwell, the Plainwell City Council and to the City of Plainwell; and

WHEREAS, he has participated in many community endeavors including Southwest Michigan City Manager's Association, Brownfield Redevelopment Authority, Downtown Development Authority and the Plainwell Rotary; and

WHEREAS, he has been instrumental in the development of the Plainwell Paper Mill, the New Public Safety Building, the Riverwalk, many road and sidewalk improvements, intergovernmental cooperation and always progressing forward to see that Plainwell is recognized as a positive, safe, caring community to live and work in; and

WHEREAS, on March 13, 2023, Erik Wilson attended his last meeting as City Manager for the City of Plainwell; and

NOW THEREFORE BE IT RESOLVED, that the Mayor and City Council of the City of Plainwell, as an expression of thanks on behalf of the citizens of this City, commend Erik Wilson for his loyal and extraordinary service to the City of Plainwell; and we wish him well on his next endeavor as the Superintendent of Texas Charter Township.

BE IT FURTHER RESOLVED, that a copy of this resolution be spread in full on the minutes of the March 13, 2023, meeting of the Plainwell City Council and a copy of this resolution and a Key to the City be presented to Mr. Wilson.

7. Public Comment: None.
8. County Commissioner Report: None
9. **A motion by Steele, seconded by Overhuel, to approve the Agenda for the March 13, 2023 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
10. Mayor's Report: None.
11. Recommendations and Reports:
 - A. City Manager Wilson introduced Gerald Bentley, owner of Dean's Ice Cream who requested Council consider his special event permit to close North Sherwood on Monday evenings from April through October for car shows. He reminded Council that the 2022 events were mostly successful. Superintendent Nieuwenhuis reported that new signs had been installed that could be folded over when not needed to close the road. Resident Jeff Lyons shared his concerns about closing the road, which inconveniences the residents when the cars could park across the trestle bridge.

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A motion by Steele, seconded by Overhuel, to approve Special Event Permit 23-05 for Dean's Ice Cream as presented. On a roll call vote, all in favor. Motion passed.

- B. Community Development Manager Siegel reported that construction work is coming along nicely for the rental rehab grant for work at 112 North Main. She reported the invoice due to the contractor and the pay request to the State of Michigan for reimbursement of the grant's share of the invoice.

A motion by Keeney, seconded by Steele, to approve the invoice to Russell Construction in the amount of \$137,060.00 and Grant Disbursement Request #2 in the amount of \$104,220.00 for work on the Rental Rehab Grant. On a roll call vote, all voted in favor. Motion passed.

- C. Manager Wilson shared his recommendations for spreading the work during the city manager absence, including having Brian Kelley and Bob Nieuwenhuis share the operational duties and Denise Siegel taking over on some of the projects. Mayor Pro Tem Steele reported the city needs to ask Wilson to come back for four (4) months and recommended a side agreement with Wilson. City Manager Wilson reported he planned to take the March 23 meeting for the Plainwell Dam No 2 project. Councilmember Keeney asked Kelley and Nieuwenhuis if they wanted the assignment. Mayor Keeler asked how they plan to cooperate. Keeney asked if Nieuwenhuis would have an office area in City Hall. Manager Wilson noted that Kelley and Nieuwenhuis asked for additional leave times and Siegel asked for additional leave plus a stipend.

A motion by Steele, seconded by Keeney, to appoint Brian Kelley and Bob Nieuwenhuis to Interim City Managers effective March 17, 2023, until a new city manager is seated, with compensation packages adjusted as outlined. On a roll call vote, all voted in favor. Motion passed.

A motion by Overhuel, seconded by Steele, to approve the concept to hire Erik Wilson as a consultant subject to an agreement to be confirmed at the March 27, 2023 Council Meeting. On a roll call vote, all voted in favor. Motion passed.

12. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the February 2023 Investment and Fund Balance reports. On a voice vote, all voted 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 \$237,344.10 for payment of same. On a roll call vote, all voted in favor. Motion passed.

14. Public Comments:

Sandy Lamorandier thanked City Manager Wilson for everything he has done.

15. Staff Comments:

Personnel Coordinator Amanda Kersten reported that the Utility Billing Specialist position had been filled and the new person will start on March 27. She noted receipt of approximately 10 applications for City Clerk.

Superintendent Nieuwenhuis reported that the Well 4 upgrades went well.

Community Development Manager Siegel reported that the sound system in Hicks Park had been successfully installed and sounds great.

Superintendent Pond reported that the Dystor tank cleaning started today and that residual monitor would be ongoing.

Finance Director/Clerk Kelley reported a successful 2022 tax settlement with County, noted preparing for the new hire, reviewing clerk applications and getting quotes for chores to improve operations.

All staff thanked Manager Wilson for everything.

Manager Wilson thanked Council and staff for a great 21 years.

16. Council Comments:

Each Councilmember congratulated the Plainwell Wrestlers and thanked Manager Wislon.

17. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:57 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk

MINUTES APPROVED BY CITY COUNCIL
March 27, 2023

Brian Kelley, City Clerk



City of Plainwell Special Event Permit Application

For public events held in a City of Plainwell park or property

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

Permit # _____

If you would like to host a special event, please complete the application form below. Applications must be submitted at least 21 days before the event. Your event will not be approved until the following items are received and approved by the City:

1. A completed and signed Special Event Permit application form
2. Completed hold harmless agreement
3. \$50 Special Event Permit Application fee paid
4. Liability insurance coverage with City of Plainwell listed as additionally assured, if required for your event

Date of application: 3/20/23

Applicant Information:

Contact Name: Larry Gonzalez
 Address: 102 N main st. suite C City: Plainwell Zip: 49080
 Phone: 269 680 2449 Email: islandcityfest@gmail.com

Sponsoring Organization/Business: Island City Festival
 Address: 102 N main st suite C City: Plainwell Zip: 49080
 Phone: 269 680 2449

Nonprofit Profit

Event Information:

Date of Event 6/8/23-6/10/23 Event Start Time: 2pm Event End Time: 10pm
 Type of Event: Festival Name of Event: Island City Festival
 Number of People Expected to Attend: 5k+

Location of event:

- Thurl Cook Park Sherwood Park
 Kenyon Park Hicks Park
 Fannie Pell Park Other: Paper mill site
 Band Shell

Please describe what areas of the park will be used: whole park

Event Details:

Please describe in detail the activities planned:

Carnival, vendors, car show, Bike show, Weight lifting tournament, raffle

Is this a fund-raising event? If yes, what is it for? Multi-Purposed, Supporting multiple causes

Will participants or spectators be charged an admission fee? YES NO (only to ride & play games)

Will there be alcohol for sale? YES NO

Will there be food for sale? YES NO

Will there be merchandise for sale? YES NO

Will there be a vendor participation fee? YES NO

Do you have insurance? YES NO

Will any items be distributed? YES NO

Will the event be advertised? If so, how? YES NO

Social media, website, print & radio

Does the event require on-site security? YES NO

Does the event require on-site medical service? YES NO

Does the event require street closure? If so, indicate route YES NO

portion of N main (car show) & a portion of S main (bike show) and end of bridge st.

Do you plan to have sound amplification? YES NO

(for food vendors)

Is electrical power required (for sound amplification, lighting, etc)? YES NO

If yes, please show items on a site plan and describe how power is to be provided

Portable generator

PGE temporary power service

Other, please describe battery packs

Are you using local businesses? YES NO

Special Services:

I am requesting permission to provide the following special services* at my event:

Canopy/Tent

Inflatables (please describe): _____

Tables and chairs

Caterer

Alcohol

Other (please specify): _____

*Groups providing special services must complete this form and provide a Certificate of Insurance two months prior to event date. Tents/canopies or inflatables must list the City of Plainwell as additionally insured and a copy of the insurance must be attached with this request.


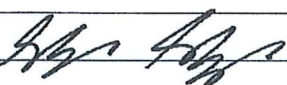
*Tents/Structures: If you are installing or constructing any structures (tents, stages, etc.) please include a site plan showing these structures. Please describe type, size, and number of structures.

City of Plainwell Hold Harmless Agreement

This special event applicant or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Plainwell (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employee, agents, monitors, or any other persons attending or forming the special event who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payment have been met.

Signature of Permittee(s):  Date: 3/20/23
Signature of Officer of Sponsoring Organizations:  Date: 3/20/23
Title: President

I declare under penalty of perjury that the information provided in this application is correct.

We agree to remove all props and items brought into the public areas and clean up all litter and debris that result from our event the same day as the event. I understand that a permit is required before this event can be held.

Signature of Applicant:  Date: 3/20/23

Please Send Completed Applications To:

City of Plainwell
211 N. Main Street
Plainwell, MI 49080
269-685-6821
Or email to: contactus@plainwell.org

Administrative Use Only:

Received by: _____ Date: _____ Amount paid: _____ cash/CC/check # _____

- | | | |
|---|--|---|
| <input type="checkbox"/> Application approved | <input type="checkbox"/> Permit # assigned | <input type="checkbox"/> Event on calendar |
| <input type="checkbox"/> Application scanned & logged | <input type="checkbox"/> Email DPW/DPS | <input type="checkbox"/> Notice posted before event |

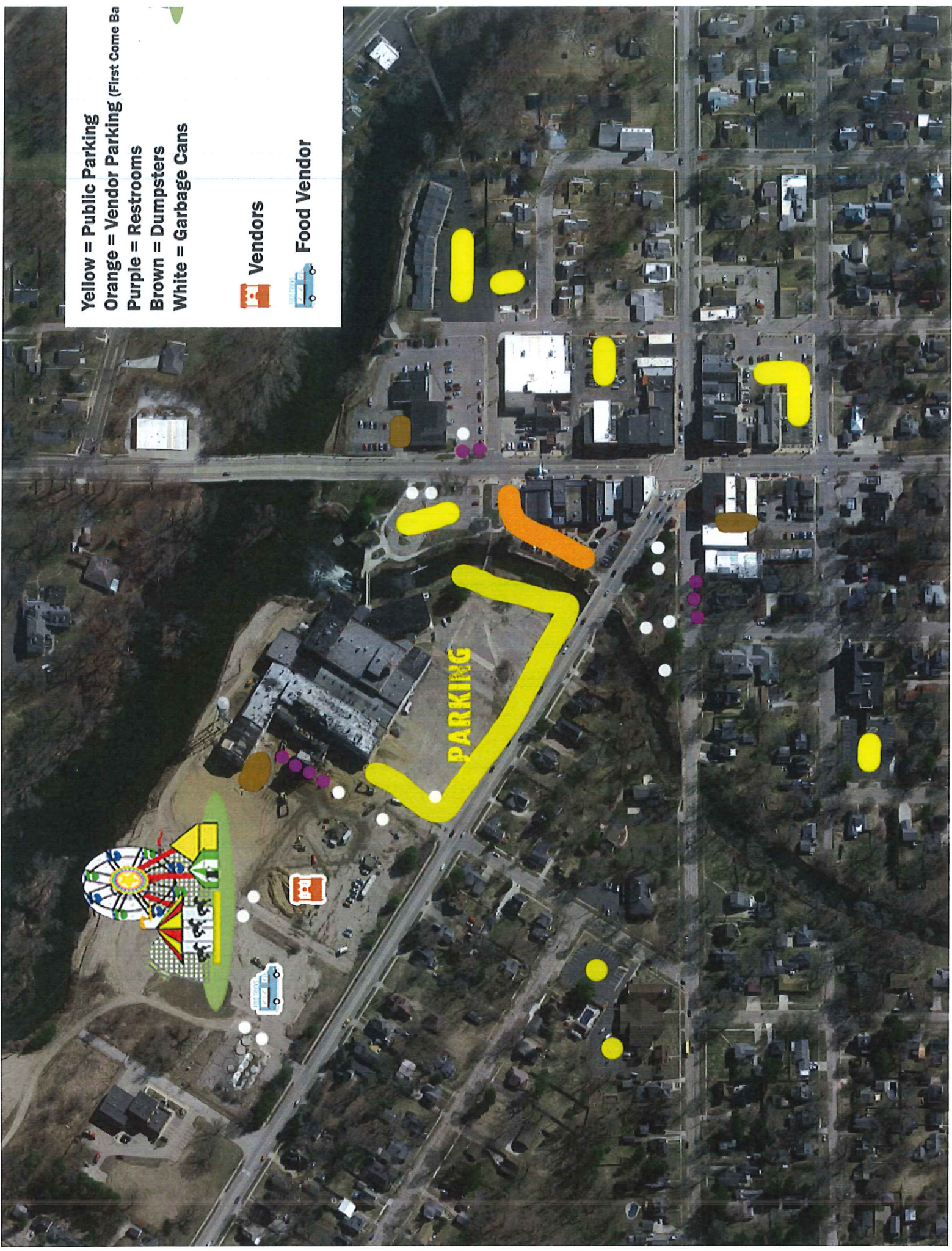
Yellow = Public Parking
Orange = Vendor Parking (First Come Ba
Purple = Restrooms
Brown = Dumpsters
White = Garbage Cans







Vendors

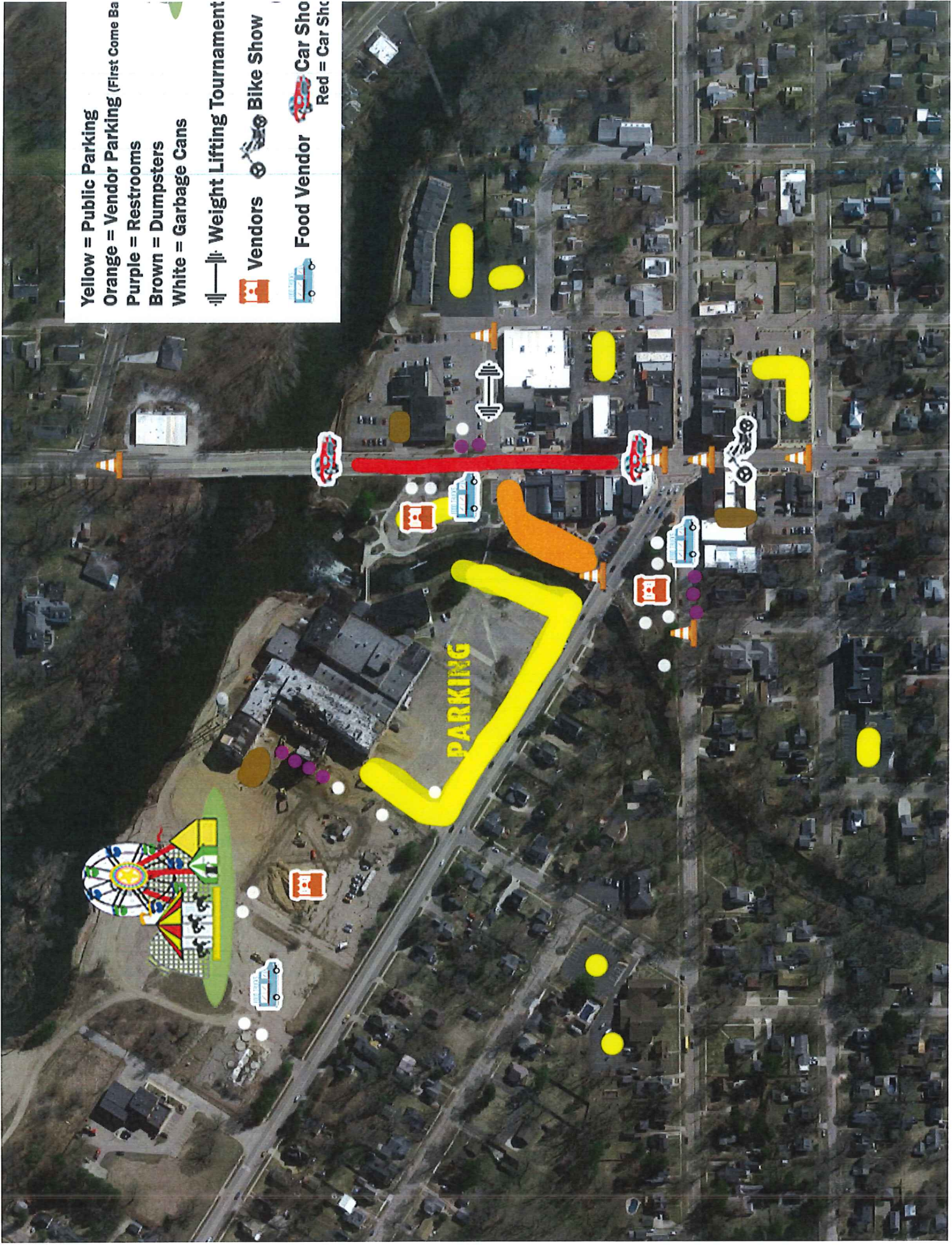


Food Vendor



Yellow = Public Parking
 Orange = Vendor Parking (First Come Ba
 Purple = Restrooms
 Brown = Dumpsters
 White = Garbage Cans

 Weight Lifting Tournament
 Vendors
 Food Vendor
 Car Show
 Red = Car Shc



Denise Siegel

From: Larry Gonzalez <islandcityfest@gmail.com>
Sent: Sunday, March 19, 2023 10:56 AM
To: Denise Siegel
Subject: New event layout
Attachments: Day 3 V2.png; Day 1 V2.png

CAUTION: External Email

Hey Denise,

Take a look at these new layouts for the event and let me know your feedback.

A couple notes:

- Garbages, portojohns, and dumpsters will be out for the full 3 days. Most companies won't want to come out 2-3 days in a row to drop things off and having them there and ready ahead of time works for us.

- Day 1 and Day 2 will have the same layout. We will keep everything inside the paper mill area including the cornhole tournament. Still unsure about the softball game at this point, will have to circle back with Kevin and maybe do something else or scrap it altogether.

- The "vendor parking" is a first come, first served type of parking to reward those that show up early and we will have someone stationed there to let them in as well as those business owners that have the shops right there. I'll be sure to touch base with them ahead of time to get them added to a list so that no one takes advantage of the gatekeeper there.

- This won't be the map for the public, that will be extremely simplified. This is just for the upcoming meeting(s) to make sure operationally we can explain and point things out.

Let me know if you have any questions or thoughts!

- Larry



"The Island City"

MEMORANDUM

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

TO: City Council
FROM: Denise Siegel, Community Development Manager
DATE: March 23, 2023
SUBJECT: Real Estate Transfer

ACTION RECOMMENDED: Authorize the property transfer and pay the related costs as outlined for 401 S. Sherwood.

Total Cost: \$ 77.40

Background Information: Parcel 55-029-072-10, address 401 S. Sherwood was purchased for \$1.00 by Habitat for Humanity back in January of 2010. Habitat for Humanity no longer wants the property it is returning or gifting it back to the City.

Property Transfer Affidavit

This form is issued under authority of P.A. 415 of 1994. Filing is mandatory.

This form must be filed whenever real estate or some types of personal property are transferred (even if you are not recording a deed). **The completed Affidavit must be filed by the new owner with the assessor for the city or township where the property is located within 45 days of the transfer.** The information on this form is NOT CONFIDENTIAL.

1. Street Address of Property 401 S. Sherwood Ave.		2. County Allegan	3. Date of Transfer (or land contract signed)
4. Location of Real Estate (Check appropriate field and enter name in the space below.) <input checked="" type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village Plainwell		5. Purchase Price of Real Estate \$0.00	
7. Property Identification Number (PIN). If you don't have a PIN, attach legal description. PIN. This number ranges from 10 to 25 digits. It usually includes hyphens and sometimes includes letters. It is on the property tax bill and on the assessment notice. 55-029-072-10		6. Seller's (Transferor) Name Kalamazoo Valley Habitat for Humanity, Inc.	
		8. Buyer's (Transferee) Name and Mailing Address City of Plainwell 211 N. Main St., Plainwell, Michigan 49080	
		9. Buyer's (Transferee) Telephone Number 269-685-6821	

Items 10 - 15 are optional. However, by completing them you may avoid further correspondence.

10. Type of Transfer. Transfers include, but are not limited to, deeds, land contracts, transfers involving trusts or wills, certain long-term leases and business interest. See page 2 for list. <input type="checkbox"/> Land Contract <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Deed <input type="checkbox"/> Other (specify) _____		
11. Was property purchased from a financial institution? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	12. Is the transfer between related persons? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	13. Amount of Down Payment \$0
14. If you financed the purchase, did you pay market rate of interest? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		15. Amount Financed (Borrowed)

EXEMPTIONS

Certain types of transfers are exempt from uncapping. If you believe this transfer is exempt, indicate below the type of exemption you are claiming. If you claim an exemption, your assessor may request more information to support your claim.

- Transfer from one spouse to the other spouse
- Change in ownership solely to exclude or include a spouse
- Transfer between certain family members *(see page 2)
- Transfer of that portion of a property subject to a life lease or life estate (until the life lease or life estate expires)
- Transfer between certain family members of that portion of a property after the expiration or termination of a life estate or life lease retained by transferor ** (see page 2)
- Transfer to effect the foreclosure or forfeiture of real property
- Transfer by redemption from a tax sale
- Transfer into a trust where the settlor or the settlor's spouse conveys property to the trust and is also the sole beneficiary of the trust
- Transfer resulting from a court order unless the order specifies a monetary payment
- Transfer creating or ending a joint tenancy if at least one person is an original owner of the property (or his/her spouse)
- Transfer to establish or release a security interest (collateral)
- Transfer of real estate through normal public trading of stock
- Transfer between entities under common control or among members of an affiliated group
- Transfer resulting from transactions that qualify as a tax-free reorganization under Section 368 of the Internal Revenue Code.
- Transfer of qualified agricultural property when the property remains qualified agricultural property and affidavit has been filed.
- Transfer of qualified forest property when the property remains qualified forest property and affidavit has been filed.
- Transfer of land with qualified conservation easement (land only - not improvements)
- Other, specify: _____

CERTIFICATION

I certify that the information above is true and complete to the best of my knowledge.

Printed Name

Signature

Date

Name and title, if signer is other than the owner

Daytime Phone Number

E-mail Address

Instructions:

This form must be filed when there is a transfer of real property or one of the following types of personal property:

- Buildings on leased land.
- Leasehold improvements, as defined in MCL Section 211.8(h).
- Leasehold estates, as defined in MCL Section 211.8(i) and (j).

Transfer of ownership means the conveyance of title to or a present interest in property, including the beneficial use of the property. For complete descriptions of qualifying transfers, please refer to MCL Section 211.27a(6)(a-j).

Excerpts from Michigan Compiled Laws (MCL), Chapter 211

****Section 211.27a(7)(d):** Beginning December 31, 2014, a transfer of that portion of residential real property that had been subject to a life estate or life lease retained by the transferor resulting from expiration or termination of that life estate or life lease, if the transferee is the transferor's or transferor's spouse's mother, father, brother, sister, son, daughter, adopted son, adopted daughter, grandson, or granddaughter and the residential real property is not used for any commercial purpose following the transfer. Upon request by the department of treasury or the assessor, the transferee shall furnish proof within 30 days that the transferee meets the requirements of this subdivision. If a transferee fails to comply with a request by the department of treasury or assessor under this subdivision, that transferee is subject to a fine of \$200.00.

***Section 211.27a(7)(u):** Beginning December 31, 2014, a transfer of residential real property if the transferee is the transferor's or the transferor's spouse's mother, father, brother, sister, son, daughter, adopted son, adopted daughter, grandson, or granddaughter and the residential real property is not used for any commercial purpose following the conveyance. Upon request by the department of treasury or the assessor, the transferee shall furnish proof within 30 days that the transferee meets the requirements of this subparagraph. If a transferee fails to comply with a request by the department of treasury or assessor under this subparagraph, that transferee is subject to a fine of \$200.00.

Section 211.27a(10): "... the buyer, grantee, or other transferee of the property shall notify the appropriate assessing office in the local unit of government in which the property is located of the transfer of ownership of the property within 45 days of the transfer of ownership, on a form prescribed by the state tax commission that states the parties to the transfer, the date of the transfer, the actual consideration for the transfer, and the property's parcel identification number or legal description."

Section 211.27(5): "Except as otherwise provided in subsection (6), the purchase price paid in a transfer of property is not the presumptive true cash value of the property transferred. In determining the true cash value of transferred property, an assessing officer shall assess that property using the same valuation method used to value all other property of that same classification in the assessing jurisdiction."

Penalties:

Section 211.27b(1): "If the buyer, grantee, or other transferee in the immediately preceding transfer of ownership of property does not notify the appropriate assessing office as required by section 27a(10), the property's taxable value shall be adjusted under section 27a(3) and all of the following shall be levied:

- (a) Any additional taxes that would have been levied if the transfer of ownership had been recorded as required under this act from the date of transfer.
- (b) Interest and penalty from the date the tax would have been originally levied.
- (c) For property classified under section 34c as either industrial real property or commercial real property, a penalty in the following amount:
 - (i) Except as otherwise provided in subparagraph (ii), if the sale price of the property transferred is \$100,000,000.00 or less, \$20.00 per day for each separate failure beginning after the 45 days have elapsed, up to a maximum of \$1,000.00.
 - (ii) If the sale price of the property transferred is more than \$100,000,000.00, \$20,000.00 after the 45 days have elapsed.
- (d) For real property other than real property classified under section 34c as industrial real property or commercial real property, a penalty of \$5.00 per day for each separate failure beginning after the 45 days have elapsed, up to a maximum of \$200.00.

Real Estate Transfer Tax Valuation Affidavit

Issued under authority of Public Act 134 of 1966 and 330 of 1993 as amended.

This form must be filed with the Register of Deeds for the county where the property is located either when you choose not to enter the amount paid for real estate on the deed or when you contract for the transfer or acquisition of a controlling interest in an entity if the real property owned by that entity comprises 90% or more of the fair market value of the assets of the entity determined in accordance with generally accepted accounting principles. "Controlling interest" means more than 80% of the total value of all classes of stock of a corporation; more than 80% of the total interest in capital and profits of a partnership, association, limited liability company, or other unincorporated form of doing business; or more than 80% of the beneficial interest in a trust. The tax is based on the value of the real property transferred and is collected at the time the contract or instrument of conveyance is submitted for recording. "Value" means the current or fair market worth in terms of legal monetary exchange at the time of the transfer.

1. County of Property Allegan	2. City or Township of Property City of Plainwell
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3. Names of ALL Sellers Kalamazoo Valley Habitat for Humanity, Inc.

Seller's Mailing Address(es) 1126 Gull Rd.	City Kalamazoo	State MI	ZIP Code 49048
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4. Names of ALL Purchasers The City of Plainwell
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Purchaser's Mailing Address(es) 211 N. Main St.	City Plainwell	State MI	ZIP Code 49080
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5. Type and Date of Document
<input type="checkbox"/> Land Contract Date of Contract: _____ <input checked="" type="checkbox"/> Deed Date: 3/15/2023
<input type="checkbox"/> Contracts for the transfer or acquisition of a controlling interest in entity where 90% or more of the FMV of the assets are real property. The contract may be attached to this form when it is filed with the Register of Deeds.

Entity Name	State of Organization	Date of Contract
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Entity Address

6. Cash Payment and/or Debt Relieved \$ 0.00	7. Amount of Mortgage/Land Contract	8. Total Consideration (Add lines 6 & 7) \$ 0.00
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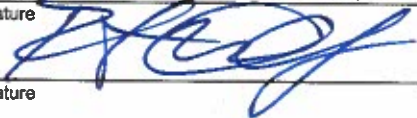
9. Amount of County Tax \$9.90	10. Amount of State Tax \$67.50	11. Total Revenue Stamps (Add lines 9 & 10) \$77.40
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12. If consideration is less than market value, state market value. \$8,800.00
--


13. Legal Description of Real Estate Transferred
<p>Part of NW ¼ SE ¼ sec. 29 comm. at the intersection of the centerline of South Sherwood St. and the south line NW ¼ SE ¼ th N 35° 36' 26" W along said centerline 205.43' th East 33' to the P.O.B of this description, th continuing East 60 ft. th North 98.5 ft th West 120.81 ft to East ROW line of S Sherwood St. th South Easterly along ROW line to P.O.B.</p> <p>Tax Parcel No.: 55-029-072-10</p>

CERTIFICATION

I certify that the information above is true and complete to the best of my knowledge.

Seller's Signature 	If signer is other than the seller, print name and title Robert Corbett, Executive Director
Seller's Signature	If signer is other than the seller, print name and title
Seller's Signature	If signer is other than the seller, print name and title
Seller's Signature	If signer is other than the seller, print name and title

NOTARIZATION

Subscribed and sworn to me Stobhan Frederick 	Notary Public State of Michigan, County of Kalamazoo	on this date 3/17/23	My commission expires on 12/1/28
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QUIT CLAIM DEED

The Kalamazoo Valley Habitat for Humanity, Inc., a Michigan non-profit corporation, whose address is 1126 Gull Rd., Kalamazoo, Michigan 49048 (the "Grantor"), quitclaims to the City of Plainwell, a Michigan municipal corporation, whose address is 211 N. Main Street, Plainwell, Michigan 49080 (the "Grantee"), the real property situated in the City of Plainwell, County of Allegan, State of Michigan, commonly known as 401 S. Sherwood Ave., and more particularly described as:

Part of NW ¼ SE ¼ sec. 29 comm. at the intersection of the centerline of South Sherwood St. and the south line NW ¼ SE ¼ th N 35° 36' 26" W along said centerline 205.43' th East 33' to the P.O.B of this description, th continuing East 60 ft. th North 98.5 ft th West 120.81 ft to East ROW line of S Sherwood St. th South Easterly along ROW line to P.O.B.

Tax Parcel No.: 55-029-072-10 (the "Property")

including all of Grantor's rights, title, and interest in the Property, together with all tenements, hereditaments, and appurtenances thereto, subject to matters of survey and all applicable building and use restrictions, easements, and zoning ordinances, if any, affecting the Property.

The Property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

Grantor grants to Grantee the right to make all permissible land divisions pursuant to the Michigan Land Division Act, PA 288 of 1967 (MCL 560.101, *et seq.*), as amended.

Real Estate Transfer Tax Affidavit filed.

(signature page follows)



"The Island City"

MEMORANDUM

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

To: City Council
From: Robert Nieuwenhuis
Subject: Streets/Water/Sewer
Date: 3/24/2023

I am looking for approval to allow Fleis and Vandenbrink to complete the final engineering for the Michigan Street sewer repair project.

Fleis has completed the first steps of this project already. The sewer in this section of street was deemed in dyer need of repair. The sewer will be replaced on this street by City staff. The street will also be repaved by City staff.

I recommend we authorize Fleis to complete this engineering for the Michigan Street sewer repairs and paving.

Robert Nieuwenhuis

March 15, 2023

Via Email: EWilson@plainwell.org

Erik Wilson, Manager
City of Plainwell
211 N. Main Street
Plainwell, MI 49080

**RE: Michigan Avenue Sanitary Sewer Replacement
Professional Design Engineering Services**

Dear Erik:

As requested by Bob Nieuwenhuis, we have prepared this proposal for engineering design services for the replacement of approximately 450 feet of sanitary sewer on Michigan Avenue, between W. Allegan St. (M-89) and Short Street. It is our understanding that the City plans to construct the project themselves and that Fleis & VandenBrink (F&V) will only provide design services, including preparation of the EGLE Part 41 wastewater construction permit.

Bob has requested that F&V complete the design services as soon as possible in anticipation of the project being constructed this year. With that in mind, F&V proposes the following scope of services:

Scope of Service

F&V proposes to perform Preliminary and Final Design services for the sewer replacement project as follows:

The work scope for the preliminary and final design portion of the project includes:

- Provide minimal survey work to confirm sanitary and storm sewer rims and inverts, and centerline profile.
- Prepare construction drawings and sanitary sewer specifications for EGLE Part 41 permit application.
- Submit preliminary design documents to City staff for review.
- Incorporate City comments on the preliminary design into the final design drawings and specifications.

It is our understanding that the City is not requesting Construction Engineering services from F&V. The City will handle all construction administration and inspection in-house.


Fee

We propose to complete the Scope of Work identified on a lump sum basis with a professional fee of \$7,400. We look forward to working with you on this project, should you have any questions please do not hesitate to contact us.

Sincerely,

FLEIS & VANDENBRINK


Jeffrey S. Wingard, P.E.
Project Manager


Craig Shumaker, P.E.
S. Vice President / Principal

Work Authorization

Fleis & VandenBrink is hereby authorized to perform the scope of work detailed above under the terms and conditions of the existing Professional Service Agreement (PSA) dated April 12, 2018.

Date



“The Island City”

MEMORANDUM

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

To: City Council
From: Robert Nieuwenhuis
Subject: Streets/Water/Sewer
Date: 3/22/2023

I am looking for approval to allow Fleis and Vandenbrink to complete the final engineering for the Old Orchard Project.

Fleis has completed the first steps of this project already. They have submitted a timeline or schedule for the rest of the project. This timeline or schedule will also depend on the ability to fund these steps.

I recommend we approve Fleis to complete the final design. This is a project that the City is looking forward to getting completed for the residents. Attached you will see the details and proposed schedule.

Robert Nieuwenhuis



March 16, 2023

Erik Wilson, Manager
City of Plainwell
211 N. Main Street
Plainwell, Michigan 49080

RE: Old Orchard Project - Final Engineering Design

Dear Erik:

We are excited to finish the design portion of this important project. As you know, last year the City authorized us to work on the Preliminary Engineering including preliminary layout of existing utilities, roadway centerline, edge of pavement, and preliminary design of the new sanitary sewer and watermain. Final engineering design will include preparation of the final drawings and specifications, preparation of necessary easements, application to EGLE for sewer and water permits, bidding, review of bids, and recommendation of Contractor award for the construction contract.

Project Understanding

This project includes several components including replacement of existing watermain, construction of new sanitary sewer, and reconstruction of the roadways. The existing watermain in this neighborhood is old cast-iron that has exceeded its useful life. There is also concern that if this watermain is not replaced as part of this project, it could be susceptible to future breaks due to the construction activities of the project. There are parts of this neighborhood where sanitary sewer is not available and the homes utilize septic systems. The Health Department has identified many systems that have failed or are in imminent danger of failing. The sanitary sewer will be extended into these areas to allow connection and abandonment of the septic systems. With the above-mentioned utility improvements occurring under or near the already deteriorating roads, they will be fully reconstructed.

Scope of Services

Final Design

1. Design of the new watermain, including final alignment, location of fittings, valves, corps, curb stops, and service lines.
2. Preparation and submittal of the EGLE Permit Application for Water Systems.
3. Preparation of easements to allow for interconnection with the neighborhood to the north.
4. Design of the new gravity sanitary sewer system, where the neighborhood currently doesn't have sewer, including final alignment, location of manholes, and service lines.
5. Preparation and submittal of the EGLE Part 41 Wastewater Construction Permit Application.
6. Preparation of easements to allow for connection with pump station to the north.
7. Design of the alignment, profile, and cross-section of the roadway, including driveway replacements.

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Kalamazoo, MI 49008
P: 269.385.0011
F: 269.382.6972
www.fveng.com

8. Obtain soil borings for the project – F&V will coordinate with a geotechnical consultant to complete soil borings for the proposed project. We assume that the City of Plainwell will contract directly with the firm for the borings.
9. Preparation for maintaining traffic and detour plans.
10. Prepare contract documents and technical specifications for bidding.
11. Complete Engineer's Estimate of probable construction costs.
12. Submit documents to City staff for review.
13. Modify the design documents based on City & permit agency comments and finalize the bidding documents.

Bidding

1. F&V will prepare advertisements for bid and provide bidding documents to plan rooms. F&V will also make bid documents available on our web-based plan room.
2. Maintain a list of plan holders, prepare bid addendums if required, and attend the bid opening.
3. Coordinate and attend a pre-bid meeting, if necessary.
4. Prepare a bid tabulation and review bids submitted for completion, responsiveness, and qualifications, and provide a recommendation of award to the City.

Schedule

We assume the project will be designed in 2023, bid in the fall of 2023, and constructed in 2024. Construction will be contingent upon permit approvals. Construction services are not included in this proposal and will be provided separately at a future date. Due to material shortages, lead times, and contractor availability, construction start may vary based on availability.

Phase	Date
Council Award	March 2023
Final Design	April - May 2023
Permitting	June - August 2023
Bidding	September 2023
Construction	May - October 2024

Professional Fees

We propose to complete the Scope of Work identified above on a lump sum basis with a professional fee of \$172,000 billed monthly based on the percentage of work complete. If acceptable, please sign and return the attached Professional Services Agreement to authorize us to commence work.

We look forward to completing the design portion with you on this project. If you have any questions, comments, or need any additional information regarding this proposal or any of our services, please contact us by e-mail (jwingard@fveng.com) or by phone (269.385.0011).

Sincerely,

FLEIS & VANDENBRINK



Jeff Wingard, PE
Project Manager

AMENDMENT

TO THE

PROFESSIONAL SERVICES AGREEMENT

FLEIS & VANDENBRINK ENGINEERING, INC.

4798 Campus Drive, Kalamazoo, MI 49008

P (269) 385-0011 F (269) 382-6972

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

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

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

COMPENSATION OF ENGINEER: The services to be provided under this Amendment shall be a Lump Sum Fee contract in the amount of **\$172,000.00**, billed monthly based on the percentage of Work completed.

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

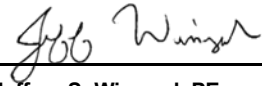
ELECTRONIC/FACSIMILE SIGNATURES. The signatures on this PSA shall be deemed to be original signatures when transmitted electronically or by facsimile machine or by any other medium. No party shall be required to produce a PSA with an original signature in order to enforce any provision of this PSA.

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

OWNER
CITY OF PLAINWELL

ENGINEER
FLEIS & VANDENBRINK ENGINEERING, INC.

By: _____

By: 

Jeffrey S. Wingard, PE

Title: _____

Title: **Project Manager**

Date: _____

Date: _____

By: _____

By: 

Matthew G. Johnson, PE

Title: _____

Title: **Regional Manager / Associate**

Date: _____

Date: _____



"The Island City"

MEMORANDUM

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

To: City Council
From: Robert Nieuwenhuis
Subject: Bridges
Date: 3/22/2023

I am looking for approval to allow Fleis and Vandenbrink to complete the construction engineering for the Bridges being rehabbed in the City.

On October/28/2019 I presented to council that we had been granted money to rehab North Main bridge and West Bridge Street Bridge. Since then we have had a few rounds of engineering approved to get us to the final stage. The City is also obligated to pay a 5% match along with engineering costs for this grant.

I recommend we approve Fleis to complete the construction engineering for these Bridges. Attached you will find a break down of fees charged, a proposed schedule for construction and bid letting.

Robert Nieuwenhuis



March 20, 2023

Via Email: RNieuwenhuis@plainwell.org

Bob Nieuwenhuis
City of Plainwell
211 N. Main Street
Plainwell, MI 49080

**RE: Proposal for Construction Engineering Services
Bridge Street over the Kalamazoo River Mill Race (SN 323) and
Main Street over the Kalamazoo River (SN 325)**

Dear Bob,

Congratulations again on receiving funding from the MDOT Local Bridge Program for preventative maintenance improvements to these two important crossings in the City, totaling over \$660,000 in grant funding for construction between the two structures. The MDOT grant covers 95% of the construction costs, with the City responsible for a 5% local match and engineering costs. Design work is complete, and the project is in the April 7, 2023 MDOT bid letting. Preconstruction activities will begin soon after the bidding process (administered by MDOT) is complete. As such, we have prepared the attached Work Plan to assist the City with construction phase engineering services.

We propose to complete the scope of work identified in the attached Work Plan for the following lump sum fees:

Task	Fee
Construction Administration	\$19,800
On-Site Observation & Testing	\$46,600
Off-Site Testing	\$3,000
Construction Staking/Layout	\$3,600
MDOT File Review & Closeout	\$5,800
Proposed Construction Engineering Fee	\$78,800

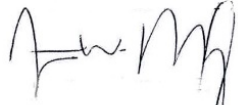
Construction is scheduled to start on or after June 5, 2023 and be open to traffic by August 25, a window of 12 weeks, with a final completion date of October 27, 2023. Our budget for Construction Administration and On-Site Observation & Testing is based on a 10-week construction period within that window. We propose to adjust those fees up or down if the actual timeframe for construction differs significantly from our assumption.

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Kalamazoo, MI 49008
P: 269.385.0011
F: 269.382.6972
www.fveng.com

We look forward to continuing our work on this project to bring it to a successful completion. In the meantime, please feel free to contact us with any questions.

Sincerely,

FLEIS & VANDENBRINK



Jonathan W. Moxey, PE
Project Manager



Don DeVries, PE
Principal

AUTHORIZATION-TO-PROCEED:

Fleis & VandenBrink is authorized to proceed with Construction Engineering Services for the Bridge Street Bridge and Main Street Bridge as indicated above in accordance with our existing Professional Services Agreement dated April 12, 2018.

By

Date

WORK PLAN

A. CONSTRUCTION ENGINEERING SERVICES

1. Attend the preconstruction meeting with representatives from the City, MDOT, the contractor and utility companies. Prepare and distribute meeting minutes.
2. Schedule and attend periodic progress meetings with the contractor, City staff and MDOT where applicable. Prepare and distribute meeting minutes.
3. Contact private utilities to facilitate their coordination work, if required.
4. Provide resident project representative during construction with the following responsibilities (based on an average of 40 hours per week and a 10-week construction window):
 - a. Perform on-site observation during construction of the project.
 - b. Provide record keeping of construction activities in accordance with MDOT requirements.
 - c. Address complaints filed with the City, if any.
 - d. Provide on-site materials testing of soils, HMA and concrete, as applicable.
 - e. Coordinate off-site materials testing such as sieve analyses on sand and gravel, extractions on asphalt material and cylinder breaks on concrete.
 - f. Onsite and offsite materials testing shall be conducted in accordance with MDOT requirements, special provisions and guidelines.
5. Review shop drawings and other project submittals from the contractor.
6. Prepare contract modifications, as necessary, and submit recommendation to the City and MDOT for authorization.
7. Prepare contractor bi-weekly pay estimates and submit to the City and MDOT for authorization and payment.
8. Maintain project files utilizing "Field Manager" software.
9. Provide construction staking / repair layout as needed for the contractor's placement of the proposed improvements. Based on the scope of the project, we anticipate that layout of repairs for the Main Street Bridge will be performed by the resident project representative and/or project engineer as construction progresses. We anticipate that curb and gutter will be staked in one trip for Bridge Street.
10. Schedule and attend a walkthrough with representatives from the City, contractor and MDOT to review the work. Prepare a punch list of items to be addressed and follow up as needed to see that they are addressed.
11. Perform the initial bridge inspection for both structures and enter the results into MDOT's MiBRIDGE System online database.
12. Coordinate MDOT file review and contract closeout.

AGREEMENT FOR ASSESSMENT SERVICES

March 24, 2023

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, 2023 and conclude April 30th, 2026. 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, 2023 to April 30th, 2024. \$1625.00 per month

4.1.2 This agreement may be renewed each year upon mutual agreement by both parties.

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

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

4.2 Fee for mapping services as follows:

4.2.1 If the Contractor/Assessor is required to approve/deny parcel splits, the Contractor reserves the right to split 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

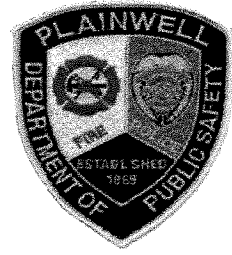
- 5.1 The City shall provide property description cards containing needed initial information such as property number, legal description, owner, and address information, as well as all the present existing data and measurements.
- 5.2 The City shall provide appropriate tax maps, office space and furniture, 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)

Robert Nieuwenhuis, Interim City Manager

Brian Kelley, Interim City Manager

YES NO
Record of City Approval



PLAINWELL PUBLIC SAFETY

Police, Fire and Medical First Responder Services

MONTHLY REPORT

February 2023

Prepared by Director Kevin Callahan

Plainwell Department of Public Safety

Scheduled Hours By Activity for February 2023

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.

973

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.

57

5.89%

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.

183

18.83%

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.

351

36.04%

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.

382

39.25%

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.

591

60.75%

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 2023

ARRESTS

CUSTODIAL ARRESTS	7	<i>An individual taken into custody for a criminal offense and jailed for that offense.</i>
ARREST COUNTS	8	<i>Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).</i>

TRAFFIC ENFORCEMENT & CITATIONS

HAZARDOUS CITATIONS	1	<i>Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)</i>
NON-HAZARDOUS CITATIONS	15	<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	12	<i>Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.</i>
VERBAL WARNINGS	20	<i>Traffic enforcement where no citation was issued but warnings were given.</i>
TOTAL TRAFFIC CITATIONS/WARNINGS	48	

COMPLAINTS

ORIGINAL DISPATCH COMPLAINTS	184	<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	17	<i>Complaints observed by the officer while on patrol or came to their attention by personal observation.</i>
TOTAL COMPLAINTS	201	

OTHER ACTIVITIES

MOTORISTS ASSISTS	12	<i>Motorist contacts caused by mechanical breakdown or similar problem.</i>
PROPERTY INSPECTIONS	0	<i>Checks of homes or business specifically requested by a home or business owner.</i>
MOTOR VEHICLE ACCIDENTS	1	<i>Total motor vehicle accidents both on public roads or private property.</i>
COMMERCIAL BUILDING SECURITY CHECK	1,345	<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	1	2
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	7	17
PROPERTY CRIMES			
2000	Arson	0	0
2100	Extortion	0	0
2200	Burglary	0	1
2300	Larceny	5	9
2400	Motor Vehicle Theft	1	1
2500	Forgery/Counterfeiting	0	0
2600	Fraudulent Activities	3	3
2700	Embezzlement	0	0
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	1	2
3500	Violation of Controlled Substances Act	0	2
MORALS/DECENCY CRIMES			
3600	Sex Offenses (Other than Sexual Assault)	0	0
3700	Obscenity	0	0
3800	Family Offenses	0	1
4100	Liquor Violations	0	1
PUBLIC ORDER CRIMES			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	0
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	0	0
5000	Obstructing Justice	6	13
5200	Weapons Offenses	3	3
5300	Public Peace	3	5
5400	Traffic Investigations - Any Criminal Traffic Complaints	2	5
5500	Health and Safety	6	11
5600	Civil Rights	0	0
5700	Invasion of Privacy	0	0
6200	Conservation Law Violation	0	0
7300	Miscellaneous Criminal Offense	0	0
GENERAL NON-CRIMINAL			
9100	Juvenile/Minor/School Complaints	1	2
9200	Civil Custody	1	1
9300	Traffic Non-Criminal (Reports Only - Does not include Citations Issued)	0	0
9400	False Alarm Activation	4	10
9500	Fires (Other than Arson)	0	0
9700	Accidents, All Other	8	24
9800	Inspections, Unfounded FIRS	0	0
9900	General Assistance (All Except Other Police Agencies)	69	135
9911 & 9912	General Assistance (Other Police Agencies)	55	128
FIRS	Medical First Responder	25	56



February Reports for Plainwell Department of Public Safety

PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION

The Plainwell Department of Public Safety was dispatched to 55 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
02/07/2023	18:50	18:54	320 Brigham St.	EMS	Medical Assist	C5	2	5
02/11/2023	14:59	15:02	266 Robin St.	Gas Leak	Investigate	C2, C6, E11	2	4
02/15/2023	15:45		720 Brigham	Alarm	Disregarded En Route	E11	2	2
2/20/2023	15:38	15:41	411 Naomi ST	Medical	Provide Manpower	C6	1	2
2/26/2023	17:17	17:22	414 W Bridge	Medical	Provide EMS	S63, C1	2	4
2/26/2023	20:37	20:40	415 S. Main St	Medical	Provide EMS	T62, C1	1	6

Calls for Service at Plainwell Schools

Plainwell High School: 3
684 Starr Road

Gilkey School: 2
707 S. Woodhams Street

Plainwell Middle School: 3
720 Brigham Street

Starr Elementary: 1
601 School Drive

Early Childhood Development: 0
307 E. Plainwell Street

Renaissance School: 0
798 E. Bridge Street

Admin, Maintenance & Bus Garage: 0
600 School Drive

Water Renewal

Superintendent: Bryan Pond

February 2023



Significant Department Actions and Results

I received bids for both digesters and Dystor tank cleaning.

I also was able to get bids from one flat roofing contractor out of three for roofs that need to be done next fiscal year.

I received two bids for a new "I" beam at the 12th St. lift station to facilitate removal of the pumps.

The painting of the Dystor control room is approximately fifty percent complete

The oil and belts were all changed in all three plant blowers by staff.

Pending Items (including CIP) FY 22/23

Expenditure Summary/Issues

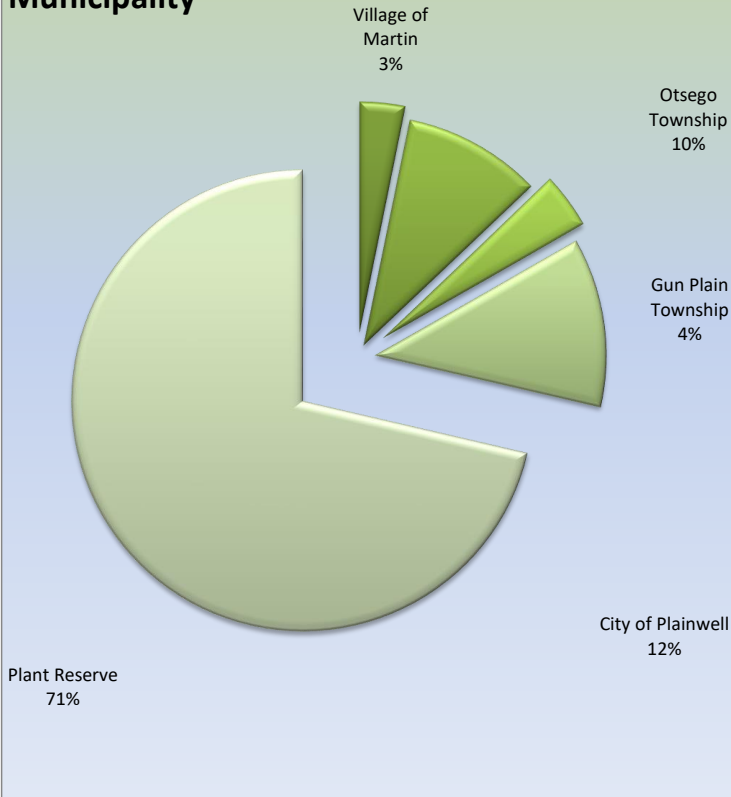
		<u>(budgeted)</u>	(completed)
New non clog pumps for 12th St lift station (2)	\$16,750	\$33,500	on site ,not installed
Clean Dystor & digesters		\$20,000	
New Dystor Cover Installed		\$318,000	due 4-23

Monthly Flow Data

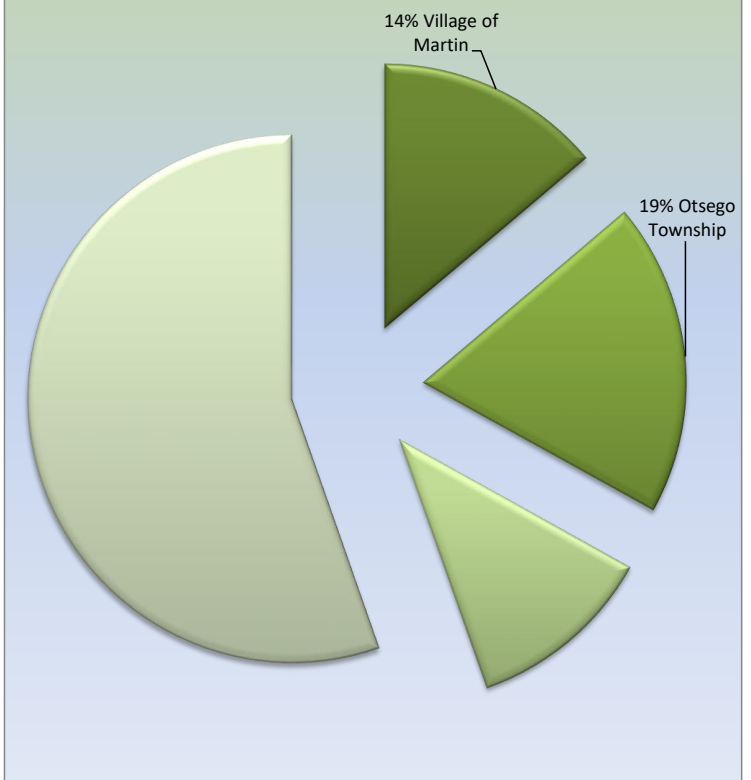
Our permitted volume of treatment is 1,300,000 gallons per day. The table and graph below shows the breakdown of average monthly flow from our customer communities, the percent ownership of our customer communities.

	Total Gallons	Permitted Daily Flow Gallons	Reserve	Ownership of Plant Capacity
Village of Martin	790,560			
Gun River MH Park	371,000			
US 131 Motor Sports Park	0			
Total:	1,161,560			
AVG. DAILY:	41,484	180,000	77%	14%
Otsego Township	Total: 3,523,659			
	AVG. DAILY: 125,845	250,000	50%	19%
Gun Plain Township	Total: 974,000			
North Point Church	2,000			
North 10th Street	269,696			
Gores Addition	168,000			
AVG. DAILY	50,489	150,000	66%	12%
City of Plainwell	Total: 4316224			
AVG. DAILY:	154150.84	720,000	79%	55%
Avg. Daily Plant Flow from entire service district	0.36			

Monthly % of Flow Per Municipality



Ownership of Plant Capacity



State Required Reporting Compatible Pollutants

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

25 mg/l	15	17.78
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This test measures the amount of oxygen consumed by bacteria during the decomposition of organic materials. Organic materials from wastewater treatment facility act as a food source for bacteria.

TOTAL SUSPENDED SOLIDS (TSS):

30 mg/l	15	14
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Includes all particles suspended in water which will not pass through a filter. As levels of TSS increase, a water body begins to lose its ability to support a diversity of aquatic life.

PHOSPHORUS (P):

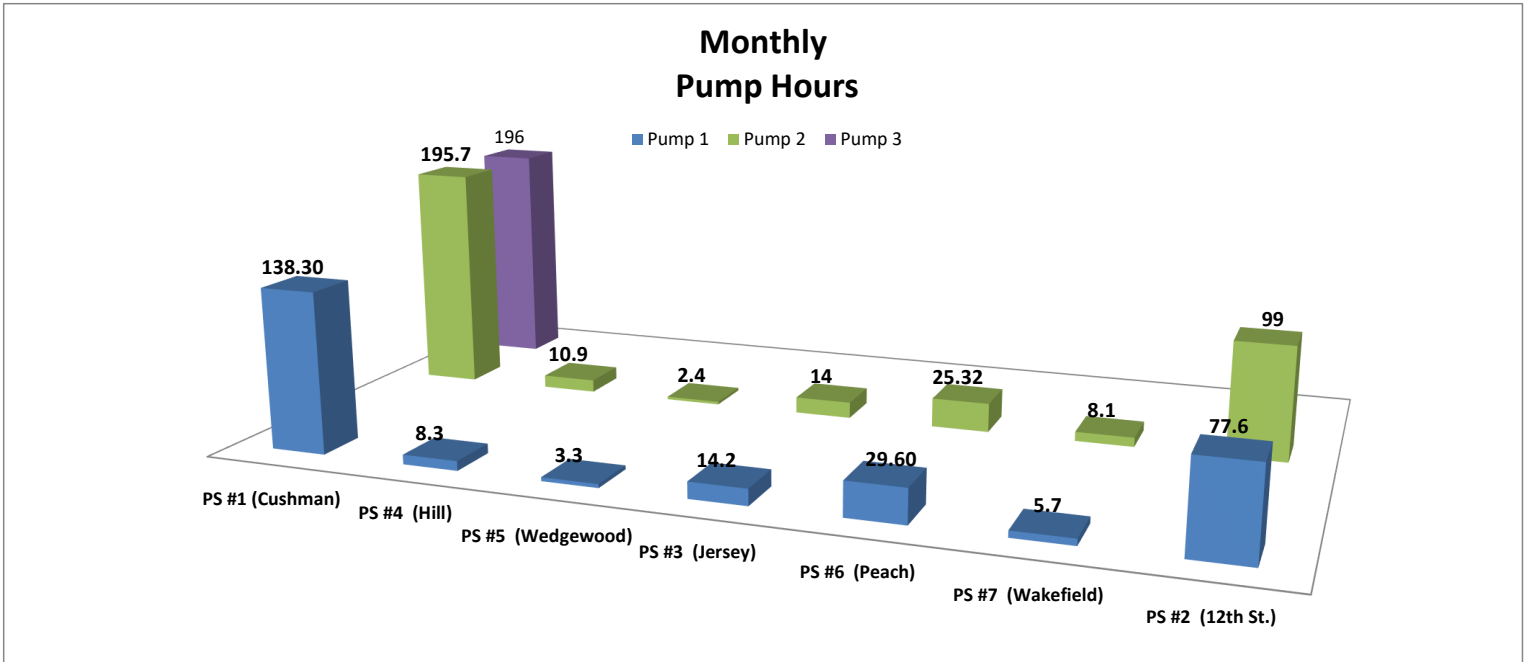
1.0 mg/l	0.45	0.36
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Controlling phosphorous discharges is a key factor in preventing eutrophication of surface waters. Eutrophication is caused by water enrichment of inorganic plant nutrients. Eutrophication negatively effects water bodies due to increases 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	2
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A group of bacteria found in soil, on vegetation and in large numbers in the intestine of warm-blooded animals, including humans. Water is not a natural medium for coliform organisms and their presence in water is indicative of some type of contamination.



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

Minutes
Plainwell DDA, BRA, and TIFA:
March 14, 2023

1. Call to Order - Meeting called to order at 7:31 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call
Members Present: Randy Wisnaski, Jim Turley, Angela Ridgway, Nick Larabel, Adam Hopkins, Erik Wilson (7:46 am) David O’Bryant (8:15 am)
Excused: EJ Hart,
Approval of Minutes of 02/14/23: Minutes were approved to place on file.
4. General Public/Guest Speaker – Larry Gonzales, Plainwell Days Festival Chair, provided a layout of the 3-day event; took questions, and addressed concerns.
5. Chairman’s Report: None
6. BRA Action Items
 - A. Mill update by Wilson, City Manager – lead abatement contracts all signed, once they start the project it should be completed in a 2-week timeframe.
 - B. Motion to accept accounts payable for February of \$3,134.41 was made by Turley and seconded by O’Bryant. All in favor vote. Motion carried.**
7. DDA Action Items
 - A. **A motion to accept Payout Request 2 for the Rental Rehab project was made by Hopkins and seconded by Wilson, all in favor vote. Motion passed**
 - B. **Motion to accept accounts payable for February of \$1,347.82 was made by Wilson and seconded by Larabel. All in favor vote. Motion carried.**
8. TIFA Action Items
 - A. Update on Property – working on securing an appraiser;
 - B. Motion to accept accounts payable for February of \$747.82 was made by Larabel and seconded by Wisnaski. All in favor vote. Motion carried.**
9. Communications: 01/23/23 and 02/12/2023 Council Minutes. Also, the Financial Report/ Summary as of 02/28/2023 was approved and placed on file.
10. Public Comments: None
11. Staff Comments: Community Development Manager, Siegel reported:
Events: April Spring Fling Farmers’ Market; Food Truck Rallies; Outdoor Market
Businesses: Nothing new to report
Projects –Masterplan; Rental Rehab; Master Plan; Fitness Court; Dam #2 Project
12. Member Comments:
None

Adjournment: A Motion to adjourn the meeting at 9:05 a.m. was made by Larabel and seconded by Turley.

Submitted by Denise Siegel, Community Development Manager

**CITY OF PLAINWELL
MINUTES
Planning Commission
Wednesday, March 15, 2023**

1. Call to Order at 6:30 pm by Colingsworth
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Rachel Collingsworth, Lori Steele, Stephen Bennett, Jay Lawson, Jim Higgs, David Collard, Gary Sausaman (6:35)
4. Approval of Minutes –01/18/2023
motion to approve minutes was made by Higgs and seconded by Lawson. All in favor to approve minutes and placing them on file.
5. Chairperson’s Report: - None
6. Public Comments- None
7. New Business: Master Plan Workshop
 - a. Review and update the Economic Development Strategy listed out strengths and weaknesses of the City
 - b. Review and update the Implementation Matrix in the Master Plan removed completed tasks/added new tasks to the matrix
9. Old Business: None
10. Reports and Communications: 01/23/2023; 02/13/23 were reviewed and placed on file.
11. Public Comments – None
12. Staff Comments: - Siegel, Community Development Manager provided an update on the vacant positions in the office; shared upcoming events
13. Commissioner Comments:
Higgs – Asked about the search for our new City Manager; Vice Mayor Pro Tem, Lori Steele explained the process to the board.
14. Adjournment: Colingsworth adjourned the meeting at 7:55 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

03/23/2023

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
INVOICE ENTRY DATES 03/10/2023 - 03/23/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
000002	AT&T		
	269685195702	AIRPORT PHONE SERVICE 1/14 - 2/13/2023	60.30
	269685682402	DPS LANDLINE PHONE SERVICE 1/14 - 2/13/2023	60.30
TOTAL FOR: AT&T			120.60
000004	PLAINWELL AUTO SUPPLY INC		
	683163	DPW - WEATHERSHIELD HOSE/HOSE FITTINGS BOBCAT #1	88.13
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			88.13
000013	RATHCO SAFETY SUPPLY INC		
	177186	DPW - MISC CITY STREET SIGNS	2,340.86
TOTAL FOR: RATHCO SAFETY SUPPLY INC			2,340.86
000014	MICHIGAN GAS UTILIITIES CORP		
	4505341978	WR - 12TH ST LIFT GAS SERVICE 2/8 - 3/10/2023	40.37
	4505676964	CITY HALL GAS SERVICE 2/10 - 3/13/2023	191.65
	4505754844	WR GAS SERVICE 2/10 - 3/13/2023	2,860.64
	4505899123	DPW GAS SERVICE 2/10 - 3/13/2023	815.34
	4506337202	WR - CUSHMAN LIFT GAS SERVICE 2/10 - 3/13/2023	71.12
	4506511251	DPW - BACK BARN GAS SERVICE 2/8 - 3/10/2023	458.28
	4506536375	CRISPE HOUSE GAS SERVICE 2/10 - 3/13/2023	706.56
	4506760428	DPS GAS SERVICE 2/10 - 3/13/2023	910.74
	4508799222	WR - CHEM ROOM GAS SERVICE 2/13 - 3/14/2023	180.69
TOTAL FOR: MICHIGAN GAS UTILIITIES CORP			6,235.39
000027	MICH ASSOC OF CHIEFS OF POLICE		
	200011209	DPS - LEVEL A - INITIAL ACCREDITATION FEE KC	1,500.00
TOTAL FOR: MICH ASSOC OF CHIEFS OF POLICE			1,500.00
000035	APPLIED INNOVATION		
	2169375	CITY HALL COPIER CHARGES 2/13 - 3/12/2023	199.49
	2172354	DPW/WR COPIER CHARGES 2/16 - 3/15/2023	48.27
TOTAL FOR: APPLIED INNOVATION			247.76
000038	FENCE & GARDEN/FARM & GARDEN		
	512580	DPW - FENCE REPAIR @ 404 E BRIDGE ST	995.00
TOTAL FOR: FENCE & GARDEN/FARM & GARDEN			995.00
000077	MCMMASTER-CARR SUPPLY		

	94493261	WR - HARDWARE TO LIFT PUMPS 12TH ST LIFT BP	265.90
TOTAL FOR: MCMMASTER-CARR SUPPLY			265.90

000153	FLEIS & VANDENBRINK INC		
	65177	WRP & IPP CONSULTATION 1/29 - 2/25/2023	1,031.25
TOTAL FOR: FLEIS & VANDENBRINK INC			1,031.25

000245	KENNEDY INDUSTRIES INC		
	635369	WR - 2 NEW VALVES FOR SECONDARY PUMP RM 1 BP	2,740.00
TOTAL FOR: KENNEDY INDUSTRIES INC			2,740.00

000276	WEST SHORE FIRE, INC		
	29181	DPS - NEW MAKO AIR FILL STATION JV	40,845.69
TOTAL FOR: WEST SHORE FIRE, INC			40,845.69

000282	OUDBIER INSTRUMENT CO INC		
	10426	WR - ANNUAL CALIBRATION FLOW METERS BP	900.00
TOTAL FOR: OUDBIER INSTRUMENT CO INC			900.00

000356	LOCK MASTER SECURITY LLC		
	11742	DPW - SERVICE/LUBE ENTRY LOCK	55.00
TOTAL FOR: LOCK MASTER SECURITY LLC			55.00

000531	CUMMINS SALES AND SERVICE		
	S3-71763	WR - BATTERY REPLACEMENT CUSHMAN ST LIFT BP	638.13
	S3-72542	WR - CREDIT FOR WARRANTY BATTERY REPLACEMENT	(225.00)
TOTAL FOR: CUMMINS SALES AND SERVICE			413.13

000624	AIS CONSTRUCTION-JOHNDEERE POWERPLN		
	W06531	DPW - #62 SKID STEER REPAIR	468.85
TOTAL FOR: AIS CONSTRUCTION-JOHNDEERE POWERPLN			468.85

000708	CARLETON EQUIPMENT CO.		
	3049730	DPW - SKID STEER GRADER ATTACHMENT	9,691.48
TOTAL FOR: CARLETON EQUIPMENT CO.			9,691.48

000760	ALLEGAN COUNTY SHERIFFS DEPT		
	2023.1	DPW - SHERIFFS CREW ASSIST SHOP CLEANING	56.00
	2023.2	DPW - SHERIFFS WORK CREW ASSIST - SHOP CLEANING	84.00
TOTAL FOR: ALLEGAN COUNTY SHERIFFS DEPT			140.00

000843	B & C TROPHY		
	15939	ADMIN - NAME ADDED TO MAYOR KEELERS COAT EW	12.00
TOTAL FOR: B & C TROPHY			12.00

000885	KENDALL ELECTRIC INC		
	S112697545.001	DPS - 2 LITHONIA DOWNLIGHTS	85.60

TOTAL FOR: KENDALL ELECTRIC INC			85.60
001415	DAN'S TREE SERVICE		
	2220	DPW - REMOVAL LG TREE @ WARRANT & UNION	1,900.00
TOTAL FOR: DAN'S TREE SERVICE			1,900.00
001829	PERCEPTIVE CONTROLS INC		
	15963	WR - SERVICE CALL FOR ALARM TESTING/ADJUST	280.00
TOTAL FOR: PERCEPTIVE CONTROLS INC			280.00
001854	MODEL FIRST AID		
	00000132375	DPW - SAFETY & FIRST AID SUPPLIES	68.35
TOTAL FOR: MODEL FIRST AID			68.35
002018	CDW-G		
	HF61062	ADMIN - POWER SUPPLY - BATTERY BACKUP/SURGE PRC	206.56
	HF64179	ADMIN - BATTERY BACKUP	1,758.78
	HK11527	ADMIN - MANAGERS LAPTOP BK	1,342.71
TOTAL FOR: CDW-G			3,308.05
002116	CHARTER COMMUNICATIONS		
	0005188030123	DPW/WR INTERNET MARCH 2023	149.98
	0036867030723	AIRPORT INTERNET SERVICE 3/7 - 4/6/2023	84.00
	0054103030523	CITY HALL INTERNET/PHONE/TV SERVICE 3/5 - 4/4/2023	387.07
TOTAL FOR: CHARTER COMMUNICATIONS			621.05
002281	HOME DEPOT		
	0021515	DPW - TOILET SHIMS COOK BATHROOM AS	3.90
	1021370	DPW - PLYWOOD/STUDS/ICE & WATER ARMOR GHD AB	130.66
	2024826	DPW - 4 2X4 PRIME STUDS AB	13.40
	4020318	DPW - BRASS FITTINGS/BUSHING WELL 4 WK	32.58
	4021138	DPW - WEATHERSHIELD GARBAGE CORRAL JENSON & SU	75.34
	4626317	DPW - PVC PARTS/FITTINGS WELL 4 WK	17.60
	5020269	DPW - EPOXY & SHARKBITE FITTINGS WELL 4 WK	151.41
	5192988	DPW - BULK COCONUT LINER FOR FLOWERS CP	310.11
	8113531	DPW - PAINT FOR BRIDGE FLOWER BASKETS DR	116.64
	8124967	DPW - PAINT FOR FLOWER BASKETS RL	64.80
	9114615	DPW - ELBOW/FLANGE FOR SOUL FTN RETURNED	(59.50)
	9120930	DPW - ELBOW/FLOOR FLANGE SOUL FOUNTAIN JF	59.50
TOTAL FOR: HOME DEPOT			916.44
002368	ORTON, TOOMAN, HALE, MCKOWN & KIEL		
	2023.2.28	DPS - PROFESSIONAL SERVICES JANUARY/FEBRUARY 2023	787.50
TOTAL FOR: ORTON, TOOMAN, HALE, MCKOWN & KIEL			787.50
002650	FUEL MANAGEMENT SYSTEM		
	188893	DPS - FUEL/DIESEL FOR POLICE/FIRE VEHICLES	811.50

TOTAL FOR: FUEL MANAGEMENT SYSTEM			811.50
002703	CONTINENTAL LINEN SERVICES INC		
	3556316	DPW RUGS	43.02
TOTAL FOR: CONTINENTAL LINEN SERVICES INC			43.02
002740	STATE OF MICHIGAN		
	551-611725	DPS - SOR FEES FEBRUARY 2023	30.00
TOTAL FOR: STATE OF MICHIGAN			30.00
002780	BORGESS LIFE SUPPORT MEDICAL CENTER		
	2023	DPS - TRAINING CENTER ALIGNMENT FEE 2023 RANTZ	150.00
TOTAL FOR: BORGESS LIFE SUPPORT MEDICAL CENTER			150.00
004124	SCHINDLER ELEVATOR CORPORATION		
	7153667154	DPS - ELEVATOR INSPECTION KC	704.27
TOTAL FOR: SCHINDLER ELEVATOR CORPORATION			704.27
004168	SBF ENTERPRISES		
	0137679	ADMIN - UB PAPER STOCK MAROON BK	147.10
TOTAL FOR: SBF ENTERPRISES			147.10
004221	R.W. LAPINE INC		
	47753	WR - PUMP BLDG UNIT HEATER SERVICE CALL BP	332.50
TOTAL FOR: R.W. LAPINE INC			332.50
004796	SILVERSCRIPT INSURANCE COMPANY		
	2023.03TOWN	RETIREE PRESCRIPTION COVERAGE MARCH 2023 - TOWN	30.60
	2023.03WHIT	RETIREE PRESCRIPTION COVERAGE MARCH 2023 - WHITM	30.60
TOTAL FOR: SILVERSCRIPT INSURANCE COMPANY			61.20
004805	LAKELAND ASPHALT		
	42036	DPW - 4.25T COLD PATCH POTHOLE REPAIR	578.00
TOTAL FOR: LAKELAND ASPHALT			578.00
004855	PLAINWELL ACE HARDWARE		
	12729	DPW - SUPER GLUE FOR EVIDENCE PROCESSING JW	11.97
	12756	DPW - OIL FOR CAR 5 DR	20.97
	12796	DPW - C BATTERIES FOR WELLHOUSES EK	21.98
	12799	WR - THREAD SEAL & PTFE TAPE BP	15.96
	12812	DPW - DRILL BIT & FASTENERS WELL 4 AB	11.57
	12814	DPW - MISC FASTENERS FOR WELL 4 AB	4.09
	12823	DPW - ROLLER/BRUSHES COOK BATHROOM RD	23.64
	12825	DPW - STREEET SIGN BOLTS/NUTS/WASHERS DR	52.77
	12828	DPW - DRILL BIT RL	5.59
	12834	DPW - GALVANIZED NIPPLE FOR SHOP JF	15.99
	12837	DPW - LED FLOODLIGHT S MAIN WELCOME SIGN DR	69.99

	12860	DPW - DOOR KNOB/STAKES AB	26.35
	12861	DPW - PROPANE TANK POTHOLE REPAIRS DR	26.60
TOTAL FOR: PLAINWELL ACE HARDWARE			307.47

004894	ASCENSION MI EMPLOYER SOLUTIONS		
	500032	ADMIN - DOT PHYSICAL JG	88.00
TOTAL FOR: ASCENSION MI EMPLOYER SOLUTIONS			88.00

004902	BLOOM SLUGGETT PC		
	23627	ADMIN - PROFESSIONAL SERVICES FEBRUARY 2023	5,442.50
TOTAL FOR: BLOOM SLUGGETT PC			5,442.50

005012	UNITED BANK		
	2023.03.14	ACH FEE - UB PAYMENT FILE	7.00
	2023.03.15	ACH FEE - PAYROLL DIRECT DEPOSIT	7.00
	2023.03.16	ACH FEE - PAYROLL UNION DUES DEDUCTION	7.00
	2023.03.17	RETURNED PAYMENT FEE	7.50
TOTAL FOR: UNITED BANK			28.50

005038	BARNES & THORNBURG LLP		
	3065783	ADMIN - PROFESSIONAL SERVICES JANUARY 2023	236.00
TOTAL FOR: BARNES & THORNBURG LLP			236.00

005047	STAPLES, INC.		
	3532361134	ADMIN - OFFICE/COUNCIL SUPPLIES RB	208.42
	3532831242	ADMIN - SIGN HOLDERS FOR COUNCIL CHAMBERS BK	119.89
	3532831249	ADMIN - COPY PAPER/C FOLD TOWELS RB	112.25
TOTAL FOR: STAPLES, INC.			440.56

005051	SOVEREIGN STUDIOS LLC		
	6	ADMIN - DRONE PHOTOS OF DAMS/SALE PROPERTY EW	500.00
TOTAL FOR: SOVEREIGN STUDIOS LLC			500.00

005085	TRACE ANALYTICAL LABORATORIES, INC.		
	3030141	DPW - STREET SWEEP TESTING 2/27/2023	257.50
	3030614	WR - TESTING OF INFLUENT BP	302.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES, INC.			559.50

005119	BC SOUND		
	1452	DDA - HICKS PARK SOUNDSYSTEM DS	3,347.60
TOTAL FOR: BC SOUND			3,347.60

005124	HEALTHEQUITY INC		
	ZR77NOI	FSA MONTHLY FEES MARCH 2023	14.00
TOTAL FOR: HEALTHEQUITY INC			14.00

005134	W SOULE & COMPANY		

390869	WR - REPLACE I BEAM 12TH ST LIFT BP	4,575.00
TOTAL FOR: W SOULE & COMPANY		4,575.00

005140	ALLIED FIRE SALES & SERVICE	
3231	DPS - 5 GALLON PAIL FIRE CAP PLUS (3) KC	420.00
TOTAL FOR: ALLIED FIRE SALES & SERVICE		420.00

CBEFT	HUNTINGTON NATIONAL BANK	
2023.02	HUNTINGTON BANK SERVICE CHARGE FEBRUARY 2023	30.00
TOTAL FOR: HUNTINGTON NATIONAL BANK		30.00

REFUND UB	CUNNINGHAM, BARBARA	
03/20/2023	UB refund for account: 06-00087737-02	4.94
TOTAL FOR: CUNNINGHAM, BARBARA		4.94

TOTAL - ALL VENDORS		94,909.69
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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:

Roxanne
Branch

Digitally signed by Roxanne Branch
Date: 2023.03.23
11:12:49 -04'00'

Brian Kelley, Finance Director/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: 2023.03.24
13:20:35 -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: 2023.03.23
15:38:16 -04'00'

Kevin Callahan, Public Safety Director

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

Insert Signature:

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

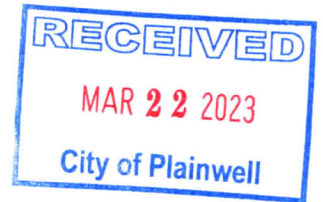
Digitally signed by Robert Nieuwenhuis
Date: 2023.03.23
13:51:34 -04'00'

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:

**PUBLIC NOTICE
GUN PLAIN CHARTER TOWNSHIP
PLANNING COMMISSION**



Ordinance No. 180

To: The residents and property owners of the Township of Gun Plain Charter Township, Allegan County, Michigan and any other interested persons.

PLEASE TAKE NOTICE that the Gun Plain Charter Township Planning Commission will hold a Public Hearing on Ordinance No. 180 on Wednesday April 19, 2023 at 6:00pm at their regular Planning Commission meeting. Ordinance No. 180 amends the official Gun Plain Charter Township Zoning Map and Ordinance in relation to the below described property.

Amend the Official Zoning Map and rezone the following parcel number 03-08-029-003-00 that is AG (Agricultural District) to R-3 (Medium Density Residential District) at 386 8th Street, Plainwell, MI 49080.

PLEASE TAKE FURTHER NOTICE that written comments will be received from any interested person at the Township Office, 381 8th St., P.O. Box 146, Plainwell, Michigan 49080, up to and including the date of the public hearing and may also be submitted to the Township Planning Commission at the public hearing.

PLEASE TAKE FURTHER NOTICE that Gun Plain Charter Township will provide necessary, reasonable auxiliary aids and services at the hearing to individuals with disabilities upon seven (7) days written notice to the Township Clerk at 381 8th Street, P.O. Box 146, Plainwell, Michigan 49080 or by Phone 269-685-9471 or Fax 269-685-5169.

**GUN PLAIN CHARTER TOWNSHIP BOARD
381 8th Street, P.O. Box 146
Plainwell, Michigan 49080
Phone 269-685-9471/Fax 269-685-5169**

Reports & Communications:

A. Special Event Permit – Island City Festival

Application has been made the Island City Festival. Council will review the current plan and give direction to staff for items to be considered for final approval

Recommended action: Consider the Special Event Permit request for the Island City Festival June 8 to 10, 2023.

B. Property Transfer – 401 South Sherwood Avenue

In January 2010, the City deeded this property to Kalamazoo Valley Habitat for Humanity. For various reason, Habitat is no longer able to build on this site and would like to return the property to the city. The small cost for property transfer state-mandated revenue stamps can be covered by the city.

Recommended action: Consider approving the receipt of land at 401 S. Sherwood Ave., from Kalamazoo Valley Habitat for Humanity, authorizing payment of the revenue stamps of \$77.40 and related filing fees and authorizing Interim City Manager Nieuwenhuis to sign all documents on behalf of the city.

C. DPW - Michigan Avenue Sanitary Sewer Replacement

Fleis & Vandenbrink recommends preliminary and final design engineering services for the Michigan Avenue Sanitary Sewer Replacement project, which has been identified as a project for the 2023/2024 budget year.

Recommended action: Consider approving the project with Fleis & Vandenbrink for preliminary and final design engineering for the Michigan Avenue Sanitary Sewer Replacement in the amount of \$7,400.00, authorizing the Interim City Managers to sign the documents on behalf of the city.

D. DPW – Old Orchard Project Engineering Services

Fleis & Vandenbrink recommends final design engineering and bidding services for the Old Orchard project, which has been identified for Fall 2023 bidding and 2024 construction, subject to successful funding as a project.

Recommended action: Consider approving the project with Fleis & Vandenbrink for final engineering design for the Old Orchard Project in the amount of \$172,000.00, authorizing the Interim City Managers to sign the documents on behalf of the city.

E. DPW – North Main and West Bridge Construction Engineering Services

Fleis & Vandenbrink recommends construction engineering services for bridge construction work to be done on the North Main and West Bridge bridges in the summer of 2023. The construction work is being done through the Michigan Department of Transportation and bids will be received April 7, 2023.

Recommended action: Consider approving the project with Fleis & Vandenbrink for construction engineering services for the North Main and West Bridge Bridge Project in the amount of \$78,800.00, authorizing the Interim City Managers to sign the documents on behalf of the city.

F. Assessing Services Contract

The current contract for City Assessor Mike Richmond expires April 30, 2023. The Assessor offered a one-year renewal with a 5% cost increase, which has been reviewed by staff and the attorney.

Recommended action: Consider approving a one-year professional services contract with R&R Assessing Inc., for assessing services at a cost not to exceed \$19,500.00, authorizing the Interim City Managers to sign the documents on behalf of the city.