

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, October 10, 2022 - 7:00PM

Plainwell City Hall Council Chambers

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes – 09/26/2022 Regular Meeting
6. General Public Comments
7. Presentation – 2022 Chris Haas Volunteer of the Year Award
8. County Commissioner Report
9. Agenda Amendments
10. Mayor’s Report
11. Recommendations and Reports:
 - A. Public Hearing – Zoning Variance Application
Council will hold a public hearing to receive comments regarding a zoning variance request for 371 12th St Parcel A.
 - B. Rental Rehab – Contract Approval
Council will consider approving all spending and contracts associated with the rental rehab CDBG grant for 112 N. Main Street.
 - C. DPW – Elevator Inspection and Maintenance Contract
Council will consider approving a contract with Great Lakes Elevator in the amount of \$6,500 for the annual and three year inspections and \$650 for quarterly inspections.
 - D. Mill Demolition – Lien Waiver/Subcontractor Issues
Council will consider authorizing the City Manager to collaborate with the City Attorney to resolve the issues with Division 7 and Melching, Inc related to the roof work, including the final lien waiver and warranty.
12. Communications: The September Investment and Fund Balance reports and the September Department of Public Safety Report.
13. Accounts Payable - \$216,608.13
14. Public Comments
15. Staff Comments
16. Council Comments
17. Adjournment

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

MINUTES
Plainwell City Council
September 26, 2022

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

towels and non-flushable wipes. Council was informed that 90% of the cost could be recovered through a maintenance agreement with Otsego Township, which recommends the upgrade.

A motion by Wisnaski, seconded by Overhuel, to approve a contract with JGM Value for the purchase of two (2) new pumps for the 12th Street Lift Station in the amount of \$35,698.00. On a roll call vote, all voted in favor. Motion passed.

- C. Superintendent Nieuwenhuis reported several dangerous trees around the city need to be removed for various reasons. Several contractors were requested to provide quotes, but only one firm quoted because the removal of these trees requires crane work and are very intricate removals.

A motion by Keeney, seconded by Wisnaski, to approve the contract with Blankenship Logging to remove city trees in the amount of \$16,600.00. On a roll call vote, all voted in favor. Motion passed.

- D. Finance Director/Treasurer Kelley reported having reviewed the listing of approved depositories for city funds as required by the Investment Policy. The current updated listing includes a name change for one of the city's banks and identifies the specific staff members authorized to sign the bank accounts.

A motion by Wisnaski, seconded by Keeney, to adopt Resolution 2022-17 for the approved depositories and authorized signors of city funds. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A motion by Keeney, seconded by Wisnaski, to accept and place on file the August 2022 Water Renewal Report, the draft minutes of the 9/13/2022 DDA/BRA/TIFA Meeting and the draft minutes of the 9/15/2022 Parks & Trees Meeting. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:

A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of \$150,612.97 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: None.

14. Staff Comments:

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

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

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

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

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

15. Council Comments:

Councilmember Overhuel thanked the DPW for Walnut Woods.

16. Adjournment:

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

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

MINUTES APPROVED BY CITY COUNCIL
October 10, 2022

Brian Kelley, Deputy City Clerk

This year's award recipient is Sandy Stamm

Sandy was nominated by Joe Gross, Director of the Ransom District Library

Sandy is known as the Plainwell Historian and for over 40 years has worked to uncover and preserve the history of families, buildings, and events in Plainwell.

She has done the majority of her work at the Ransom District Library, in which the Library's Archive room was named after her in 2002.

Sandy has indexed over a hundred years of the Union/Plainwell Enterprise, and cataloged the histories of houses and figures of Plainwell's past. Most notable the Plainwell soldiers who have died in combat.

In 2020 when the new Library opened their doors, the staff were so proud to introduce the Sandy Stamm Local History Room, where people can find a copy of the book, "Images of Otsego and Plainwell" co-authored by Sandy and Otsego Library Director, Ryan Wieber.

Sandy's work has gone beyond the Library, providing research for the Plainwell's famous historical plaques that detail the history of many buildings in town.

Sandy has been recognized by other agencies for her selfless service: Plainwell Rotary celebrated her as "Citizen of the Year" in 2004, which was followed by the "Distinguished Volunteer Service Award" from the Historical Society of Michigan in 2010.

Sandy can continue to be found one day a week at Ransom District Library, working away in the room that bears her name.

MEMORANDUM

To: City of Plainwell Zoning Board of Appeals
Date: September 22, 2022
From: Nathan Mehmed, AICP
Aman Pannu
RE: 371 12th Street Variance Request

Amish Patel has submitted a variance application for property located at 371 12th St (PPN 55-030-800-00). The purpose of this memorandum is to evaluate the request pursuant to the City of Plainwell Zoning Ordinance.

Background. The subject property is approximately 1.9 acres in the C-2 General Commercial zoning district. All adjacent properties are also in the C-2 zoning district, while parcels across 12th Street are in the RMH, Planned Mobile Home zoning district. The subject property is currently vacant and the applicant is proposing to construct a Holiday Inn Express and Suites hotel.



Hotels are a principal permitted use in the C-2 General Commercial zoning district. The permitted height of a building proposed in the C2 zoning district is 3 stories or 40 feet. The applicant is proposing the building height to be 50 feet and therefore is applying for a 10-foot variance from this requirement.

Practical Difficulty

When reviewing a request for a variance, the ZBA must find that a practical difficulty exists which prevents the applicant from being able to conform to the standards of the Zoning Ordinance. A practical difficulty in the context of a dimensional variance results from the physical characteristics of the land. Physical characteristics may be lot size, lot shape, or natural features such as slopes, water features, unbuildable soil, wetlands, etc., which causes an unreasonable burden to the applicant or property owner.

Variance Review Standards

To approve a dimensional variance, the ZBA must find that all of the standards presented in Section 53-185 A(3) are met. Following are each of those standards, followed by our remarks on each as they pertain to the request.

- a. There are practical difficulties or unnecessary hardships which prevent carrying out the strict letter of this chapter. Where hardships or difficulties shall not be deemed economic, but shall be evaluated in terms of the use of a particular parcel of land;

Remarks: There do not appear to be any significant practical difficulties or unnecessary hardships related to the particular parcel of land which prevents carrying out the strict letter of this chapter. The applicant states that the variance request to increase the height is because of a brand standard for the Holiday Inn hotel chain. The parcel is comparatively smaller than most neighboring properties and is located away from prime commercial frontage which may limit its desirability for other potential uses. The ZBA should discuss practical difficulties with the applicant and determine whether or not this standard is met.

- b. A genuine hardship exists because of unique circumstances or physical condition such as narrowness, shallowness, shape or topography of the property involved or to the intended use of the property, that do not generally apply to other property uses in the same zoning district and shall not be recurrent in nature;

Remarks: The subject property is located near the highway and is adjacent to properties that are in the same zoning district. The property is vacant, flat, and void of any natural features. As noted above, the property is smaller and narrower than many of the adjacent properties located in the C-2 district, which may introduce challenges for some land uses. The ZBA should discuss whether or not this is considered a hardship or practical difficulty resulting in the need for the variance.

- c. The hardship or special conditions or circumstances do not result from actions of the applicant;

Remarks: If the ZBA determined above that a hardship or special condition or circumstance exists, the ZBA should also determine if the hardship or special condition or circumstance resulted from the actions of the applicant. This would typically consist of something within the applicant's control that did not exist on the property prior to action by the applicant.

- d. The variance will be in harmony with the general purpose and intent of this chapter and will not cause a substantial adverse effect upon surrounding property, property values and the use and enjoyment of property in the neighborhood or district;

Remarks: Surrounding land uses and the general character of the area is commercial and manufactured housing. The applicant is proposing to build a hotel that is comparable in size to the buildings adjacent to the property, albeit taller. Generally speaking, given the proximity to the highway and surrounding uses, it is unlikely that the

request would cause a substantial adverse effect upon surrounding property, property values, and the use and enjoyment of property in the neighborhood or district. It is possible that property values would be improved by developing an otherwise vacant parcel. However, comments from neighboring property owners and residents should be considered when determining this standard.

- e. Granting the variance will not confer on the applicant any special privilege that is denied by this chapter to other lands, structures or buildings in the same district;

Remarks: Granting of the requested variance may confer on the applicant a special privilege that is denied by this chapter to other lands, structures, or buildings in the same district unless the ZBA determines that there is a practical difficulty unique to the property that is generally not applicable to other properties or buildings in the same district. The ZBA should discuss this standard and ensure that a practical difficulty exists.

- f. The variance requested is the minimum amount necessary to overcome the inequality inherent in the particular property or mitigate the hardship; and/or

Remarks: According to the applicant, the request to increase the height by 10 feet will allow the hotel to meet the Holiday Inn brand standard. It is possible that a reduction in the requested variance will not be acceptable to the applicant; however, the ZBA should discuss the minimum necessary variance needed with the applicant before making a determination.

- g. The variance shall not permit the establishment, within a district, of any use which is not permitted by right within the zoning district or any use for which a special use permit or a temporary use permit is required.

Remarks: The applicant is proposing to construct a hotel, which is permitted by right in the C-2 zoning district. The ZBA may find this standard met.

Discussion. If the City is inclined to allow taller building heights for uses such as hotels along 131 in the C-2 district, it would be advantageous to consider amending the Zoning Ordinance to allow for such additional height. This should be done in coordination with the fire department to ensure that equipment exists to serve buildings of such a height in the City.

Recommendation. At the September meeting, the ZBA should consider the documents submitted and carefully listen to comments by the applicant, as well as the public. If in the judgment of the Board, all of the above standards are met and a practical difficulty exists, the Board may approve the variance. The discussion contained in this memorandum may be used as a basis for your decision.



“The Island City”

City of Plainwell Zoning Variance Application

Fee: \$100.00

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

Date of Application: 08/25/2022

Property Address: 371 12th St parcel A, Plainwell, MI 49080 Parcel Number: _____

Owner's Name: Amish Patel Phone #: 4195649611

Owner's Mailing Address: 139 Ampey RD Paw Paw MI 49079

In order to grant a variance, the applicant must satisfy one or more of the following conditions, please circle the applicable number(s):

1. There are practical difficulties or unnecessary hardships which prevent carrying out the strict letter of this chapter. Where hardships or difficulties shall not be deemed economic, but shall be evaluated in terms of the use of a particular parcel of land;
2. A genuine hardship exists because of unique circumstances or physical condition such as narrowness, shallowness, shape or topography of the property involved or to the intended use of the property, that do not generally apply to other property uses in the same zoning district and shall not be recurrent in nature;
3. The hardship or special conditions or circumstances do not result from actions of the applicant;
4. The variance will be in harmony with the general purpose and intent of this chapter and will not cause a substantial adverse effect upon surrounding property, property values and the use and enjoyment of property in the neighborhood or district;
5. Granting the variance will not confer on the applicant any special privilege that is denied by this chapter to other lands, structures or buildings in the same district;
6. The variance requested is the minimum amount necessary to overcome the inequality inherent in the particular property or mitigate the hardship; and/or
7. The variance shall not permit the establishment, within a district, of any use which is not permitted by right within the zoning district or any use for which a special use permit or a temporary use permit is required.

Please describe variance request: 50 FT HEIGHT NEEDED AS BRAND STANDARD.

Attach an accurate drawing of the site showing:

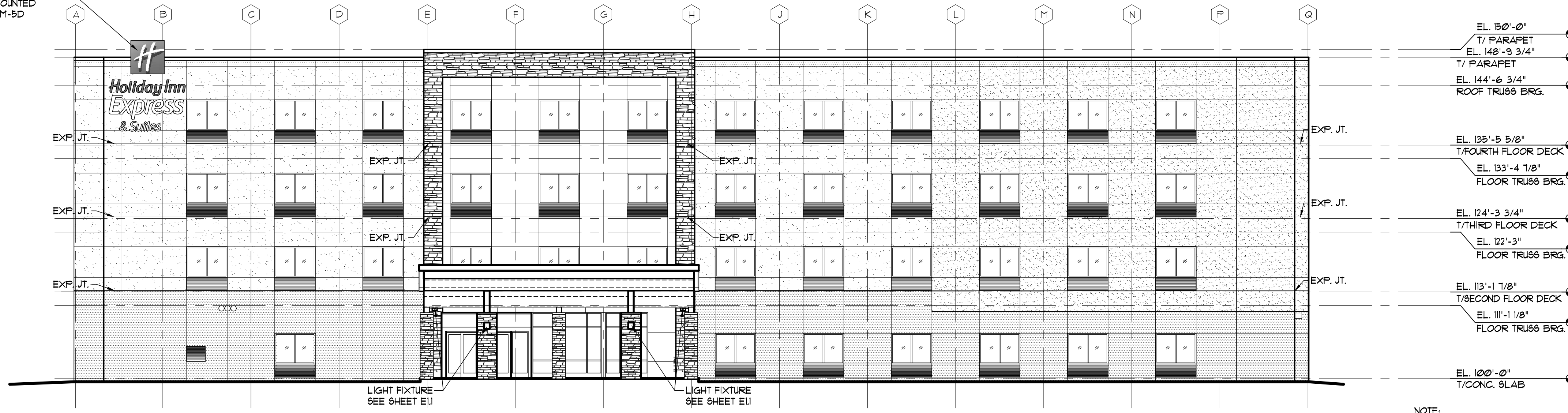
(a) property boundaries (b) existing and proposed buildings (c) distance from the lot lines of each existing or proposed building (d) unusual physical features of the site (e) abutting streets.

The above criteria have been explained to me and I understand that I must demonstrate that I satisfy one or more of these criteria in order to be granted a variance from the City of Plainwell's Zoning Ordinance. Additionally, I understand that if the requested variance is granted, I am in no way relieved from all other applicable requirements of the City of Plainwell Zoning Ordinance.

Signature of Applicant(s): AMISH PATEL Digitally signed by AMISH PATEL
Date: 2022.08.25 13:16:12 -04'00' Date of Signature(s): 8/31/22

Administrative Use Only:	
Filing Date: _____	Date of Hearing: _____
Fee Paid: _____	Action Taken: _____

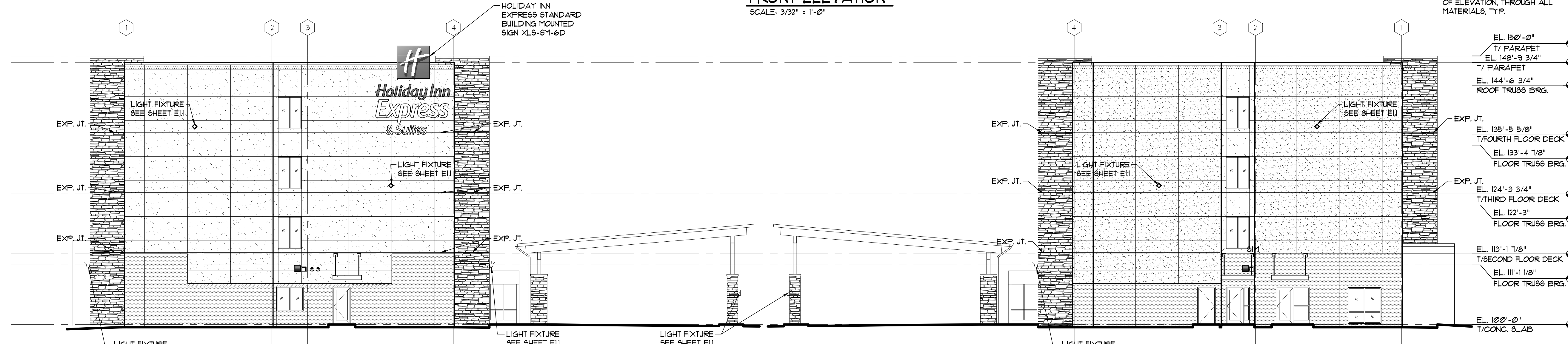
HOLIDAY INN EXPRESS STANDARD BUILDING MOUNTED SIGN XL8-9M-5D



FRONT ELEVATION
SCALE: 3/32" = 1'-0"

- EL. 150'-0" T/ PARAPET
- EL. 148'-9 3/4" T/ PARAPET
- EL. 144'-6 3/4" ROOF TRUSS BRG.
- EL. 135'-5 5/8" T/FOURTH FLOOR DECK
- EL. 133'-4 1/8" FLOOR TRUSS BRG.
- EL. 124'-3 3/4" T/THIRD FLOOR DECK
- EL. 122'-3" FLOOR TRUSS BRG.
- EL. 113'-1 7/8" T/SECOND FLOOR DECK
- EL. 111'-1 1/8" FLOOR TRUSS BRG.
- EL. 100'-0" T/CONC. SLAB

NOTE: EXP. JOINTS TO EXTEND FULL WIDTH OF ELEVATION, THROUGH ALL MATERIALS, TYP.

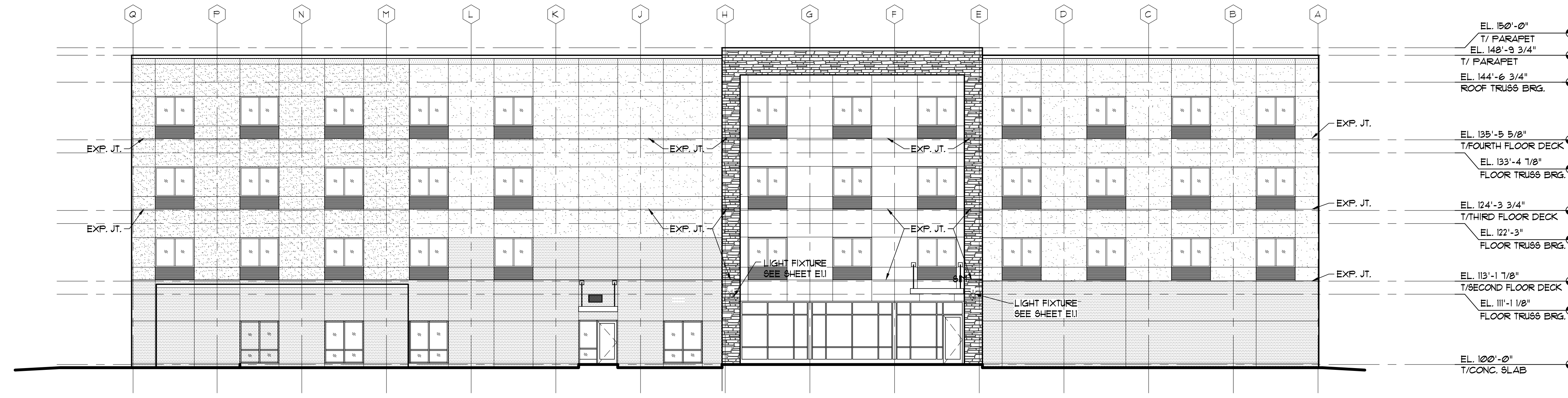


SIDE ELEVATION
SCALE: 3/32" = 1'-0"

SIDE ELEVATION
SCALE: 3/32" = 1'-0"

- EL. 150'-0" T/ PARAPET
- EL. 148'-9 3/4" T/ PARAPET
- EL. 144'-6 3/4" ROOF TRUSS BRG.
- EL. 135'-5 5/8" T/FOURTH FLOOR DECK
- EL. 133'-4 1/8" FLOOR TRUSS BRG.
- EL. 124'-3 3/4" T/THIRD FLOOR DECK
- EL. 122'-3" FLOOR TRUSS BRG.
- EL. 113'-1 7/8" T/SECOND FLOOR DECK
- EL. 111'-1 1/8" FLOOR TRUSS BRG.
- EL. 100'-0" T/CONC. SLAB

NOTE: EXP. JOINTS TO EXTEND FULL WIDTH OF ELEVATION, THROUGH ALL MATERIALS, TYP.

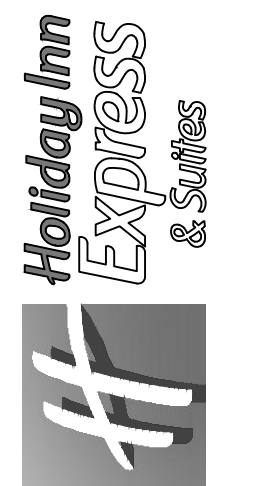


REAR ELEVATION
SCALE: 3/32" = 1'-0"

- EL. 150'-0" T/ PARAPET
- EL. 148'-9 3/4" T/ PARAPET
- EL. 144'-6 3/4" ROOF TRUSS BRG.
- EL. 135'-5 5/8" T/FOURTH FLOOR DECK
- EL. 133'-4 1/8" FLOOR TRUSS BRG.
- EL. 124'-3 3/4" T/THIRD FLOOR DECK
- EL. 122'-3" FLOOR TRUSS BRG.
- EL. 113'-1 7/8" T/SECOND FLOOR DECK
- EL. 111'-1 1/8" FLOOR TRUSS BRG.
- EL. 100'-0" T/CONC. SLAB

NOTE: EXP. JOINTS TO EXTEND FULL WIDTH OF ELEVATION, THROUGH ALL MATERIALS, TYP.

EXTERIOR FINISH INDEX		
	PAREX SMOOTH, SAND SMOOTH SURFACE WITH PDR ACRYLIC FINISH, COLOR: PAREX SNOUBALL 104002.	STAMPED CONCRETE CANOPY AND PATIO: CUSTOM SIZE STAMP 9' X 54" BASED ON BUTTERFIELD COLOR 18" X 36" BLUESTONE B514210. COLOR: SCOFIELD, LITHICHROME, COLOR 1199 Burberry Beige.
	PAREX SMOOTH, SAND SMOOTH SURFACE WITH PDR ACRYLIC FINISH, COLOR: PAREX MOONDANCE 3021L.	
	PAREX SMOOTH, SAND SMOOTH SURFACE WITH PDR ACRYLIC FINISH, COLOR: PAREX TWIG 3021L.	ENTRANCE CANOPY: • EPI P1300/P3000 12" FLAT CEILING PANEL IN DARK CHERRY FINISH • STANDING BEAM METAL ROOF, PAC-CLAD SNAP CLAD 12" STANDING BEAM METAL ROOFING, COLOR: METALLIC ZINC. • CANOPY ROOF EDGE FLASHING AND FASCIA: VINYL ROOF EDGE FLASHING AND FASCIA, COLOR: MATCH PAC-CLAD DARK BRONZE. • VENTED SOFFIT, PAC-CLAD PAC-150 FULLY VENTED SOFFIT PANELS, COLOR: DARK BRONZE.
	PAREX SMOOTH, SAND SMOOTH SURFACE WITH PDR ACRYLIC FINISH, COLOR: PAREX SUN DRIED 301L.	
	BORAL STONE PRODUCTS CULTURED STONE PRO-FIT LEDGESTONE SOUTHWEST BLEND, GROUTED.	GLAZING: INSULATED CLEAR GLASS, SEE SHEET A12
	PAREX MULTI TEXTURE, COLOR: PAREX MOONDANCE 3021L.	
	EXPOSED STEEL, TO BE DARK BRONZE. GRIND ALL WELDS SMOOTH PRIOR TO PAINT APPLICATION.	SHEET METAL GRAVEL STOP TYPE COPING, PAC-CLAD CUSTOM FABRICATED ROOF EDGE FLASHING AND FASCIA, COLOR: BONE WHITE.
	FRAMES 4 AUTOMATIC SLIDING ENTRANCE DOORS, CLEAR ANODIZED ALUMINUM EXTERIOR, INTERIOR AND SILL FLASHING, SEE SHEET A12.	
NOTE: VERIFY QUANTITY OF SIGNS W/ OWNER		



JOB TITLE

HOLIDAY INN EXPRESS AND SUITES

PLAINWELL, MI
A NEW 78 ROOM HOTEL

JOB NO.
22128

DATE
08/10/2022

REVISIONS

SHEET NO.

A2.1
EXTERIOR ELEVATIONS



“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: October 6, 2022
 SUBJECT: CDBG Funds / Rental Rehab

ACTION RECOMMENDED: Asking the City Council to approve all spending and contracts that are associated with the CDBG Funds / Rental Rehab Project at 112 N. Main St.

Total Project Cost: \$357,517

Broken down (see table below) CDBG Funds - \$240,000.00 / Private funds - \$83,382
 Contractors to be paid:

- Russell Construction - \$240,000.00
- Builders Unlimited - \$12,735
- AAA Lead Inspection - \$400
- Abonmarche - \$15,000 (we have been reimbursed for a portion of this expense)
- Analytical - \$1,050 (we have already paid them and have been reimbursed)
- TriTerra - \$5,350 (we have already paid them and have been reimbursed)

Background Information: This project is a renovation of 4 apartments in our downtown, located on the second floor of 112 N. Main St. (Perfect Image). The grant application began back in March of 2021. Attached is the final application with budget breakdown; the grant agreement and the Developers Agreement.

6. PROJECT BUDGET						
ACTIVITY COSTS	CDBG	LOCAL	PRIVATE			TOTAL
Planning	\$	\$	\$	\$	\$	\$
Acquisition	\$	\$	\$	\$	\$	\$
Engineering	\$	\$	\$	\$	\$	\$
3 rd Party Environmental	\$5,350	\$	\$	\$	\$	\$5,350
Demolition	\$	\$	\$	\$	\$	\$
Construction (includes contingency and bonding)	\$240,000	\$	\$79,982	\$	\$	\$319,930
Lead & Asbestos Testing	\$1,050	\$	\$	\$	\$	\$1,050
Grant Administrator	\$15,000	\$	\$	\$	\$	\$15,000
Lead Abatement work	\$12,735	\$	\$	\$	\$	\$12,735
Lead Abatement Certification	\$	\$	\$400	\$	\$	\$400
Sub Soil Gas Investigation	\$	\$	\$3,000	\$	\$	\$3,000
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
GRAND TOTAL	\$274,135	\$	\$83,382	\$	\$	\$357,517

Are there other funding sources available to contribute to the proposed project? Provide inquiries made and the

Execution Copy
MSC 221019- RR

GRANT NO. MSC 221019-RR

STATE OF MICHIGAN

COMMUNITY DEVELOPMENT GRANT AGREEMENT

BETWEEN THE

MICHIGAN STRATEGIC FUND

AND THE

CITY OF PLAINWELL

STATE OF MICHIGAN

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Execution Copy
MSC 221019- RR

TABLE OF CONTENTS

I. Grant Offer

II. Special Terms and Conditions

A. Total authorized budget

1. Source of funds
2. Application of funds

B. Scope of Work

III. General Terms and Conditions

IV. Acknowledgement

Attachment A: Project Budget

Attachment B: Project Description

Execution Copy
MSC 221019- RR

I. GRANT OFFER FOR MICHIGAN CDBG NO. MSC 221019- RR

The Fund Manager of the Michigan Strategic Fund (the "Grantor"), acting pursuant to Resolution 2020-141 Of the Michigan Strategic Fund Board, hereby offers to the City of Plainwell (the "Grantee"), grant assistance subject to the Grant Agreement.

The maximum amount of grant assistance hereby offered for rental rehabilitation improvements is \$240,000 (the "Grant"), but in no event shall the amount of the grant assistance for the rental rehabilitation improvements exceed more than seventy-five percent (75%) of the total actual cost of the rental rehabilitation improvements financed with the Grant and private matching funds. The maximum amount of grant assistance hereby offered for administration is \$34,135. If the actual cost is less than shown in the Total Authorized Budget (See Section II(A)(1)), the amount of the Grant shall be reduced on a proportional basis. The Grantee shall be responsible for any cost overruns.

The term of work performance shall be eight months (8) months from August 1, 2022 through March 31, 2023 (the "Term"), plus additional time to meet reporting or other procedural requirements.

If construction will not start by August (the "Commencement Period"), then the Grantee must seek and receive in writing an extension of the Commencement Period from the Grant Administrator prior to the expiration of the Commencement Period, otherwise this Grant Agreement shall terminate and no longer be in effect. In the event this Grant Agreement is terminated as set forth herein, the Grantee must request that the Grant be reapproved by the MSF Board before it may be reinstated.

The Grantee hereby certifies that there has been no known adverse material change in the business, property, financial or other conditions of Southwright Properties, LLC since the date of the grant application, unless expressly acknowledged in writing to the Grantor. Should there be an adverse material change in the business, property, financial or other conditions of the Southwright Properties, LLC occurring on or after the date of this certification, the Grantee shall have an obligation to inform the Grantor immediately in writing of such material change.

The Grant is dependent upon the Grantor's continued receipt of Community Development Block Grant funds and the availability of adequate funds. This Grant Offer does not commit the Grantor to approve requests for additional funds during or beyond this grant.

The foregoing Grant Offer is hereby accepted and it is agreed that the funds made available will be used only as set forth herein and in the attached Special and General Terms and Conditions. The signatories below warrant that they are empowered to enter into this Agreement.

Dated this ___ day of _____, 2022
8/17/2022

Dated this 12 day of Aug, 2022

DocuSigned by:
Valerie Hoag
FC2092818155402...
Valerie Hoag
Fund Manager
Michigan Strategic Fund

Eric J. Wilson
Eric Wilson
City Manager
City of Plainwell

Execution Copy
MSC 221019 - RR

Counterparts; Facsimile, Electronic and PDF Signatures; Copies – This Agreement may be executed in any number of counterparts, each of which, when executed shall be deemed an original, and all of which together, shall constitute one and the same agreement. This agreement may be delivered by facsimile, or PDF or other electronic format and in such circumstances, may be relied upon to the same extent as though such copy was an original.

Execution Copy
MSC 221019- RR

II. SPECIAL TERMS AND CONDITIONS

For Michigan CDBG under Title I of
the Housing and Community Development Act of 1974, as amended.
CFDA #: 14.228 Community Development Block Grants / State’s Program & Non-Entitlement
Grants in Hawaii

GRANT NO.: MSC 220119-RR

GRANTEE: City of Plainwell
211 North Main Street
Plainwell, Michigan 49080
Denise Siegel (269) 685-6821

DUNS NUMBER: DUNS # 94-996-5031

GRANT ADMINISTRATOR: Michigan Economic Development Corporation
300 North Washington Square
Lansing, Michigan 48913
Louis Vinson (517)-599-8033

FFATA PROJECT DESC.: City of Plainwell Southwright Apartments

TERM: August 1, 2022 – March 31, 2023

GRANT FUNDING YEAR: 2019

FEDERAL AWARD: B-19-DC-26-0001
7/12/2019
Department of Housing & Urban Development
Assistant Secretary of Community Planning & Development
(202) 708-1112

A. TOTAL AUTHORIZED BUDGET

1. Sources of funds for the project under this Grant Agreement consist of:

Grantor (State) Cash Contributions	\$274,135
Company (Private) Cash Contributions	<u>\$83,382</u>
TOTAL	\$357,517

2. Application of funds to the project supported under this Grant Agreement consists of:

PLEASE REFER TO ATTACHMENT A FOR THE AUTHORIZED BUDGET FOR THIS PROJECT.

Execution Copy
MSC 221019-RR

3. Pre-Agreement Costs must be authorized in writing. Unless previously authorized as indicated below, the Grant will only be made available for the Grantee's eligible expenses, which occur during the Term, in accordance with the Grant Agreement.

<u>Date</u>	<u>Source</u>	<u>Activity</u>	<u>Amount</u>
02/7/2022	(UGLG)	Environmental Consultant	\$5,350
12/14/2021	(UGLG)	Lead Asbestos Testing	\$1,050
05/6/2022	(Private)	Environmental Investigation	\$3,000
12/7/2021	(UGLG)	Certified Grant Administrator	\$15,000

B. SCOPE OF WORK

The Scope of Work of the Grantee under this grant shall be to undertake and complete the following activities, as further detailed in the Grantee's Application submitted July 11, 2022, as amended, subject to the limitations set forth in the Grant Agreement and applicable federal and state laws, rules and regulations:

1. Prior to the commitment of any project funds, incurring any project costs, and Grantor disbursement of the Grant, the Grantee shall provide for approval by the Grant Administrator a copy of the complete Environmental Review Record (including the Environmental Assessment), and secure written approval by the Grant Administrator for the Request for Release of Funds and Certification. The Request for Release of Funds and Certification represents local completion of the environmental review procedures and requirements as set forth in 24 CFR Part 58, "Environmental Review Procedures for Title I Community Development Block Grant Program," issued by the U.S. Department of Housing and Urban Development. Project costs include costs to be paid by the Grant and other local, public and private funds.
2. If the Grantee will be engaging the consultant, supplier, or contractor then the Grantee shall comply with the procurement process required by 2 CFR 200.320. Among other things, this regulation applies to all CDBG funded engineering, administrative, and consultant contracts as well as all CDBG funded construction contracts.
 - a. For supplies and service contracts such as engineering, administrative and consulting less than or equal to \$150,000, the Small Purchase Procedures as provided in 2 CFR 200.320(b) may be used. In accord with this regulation and prior to Grantor disbursement of the Grant, the Grantee shall provide for approval by the Grant Administrator documentation that price or rate quotations were obtained from an adequate number of qualified sources and a copy of the executed contract.
 - b. For supplies and service contracts such as engineering, administrative and consulting greater than \$150,000, Grantee must use competitive negotiation

Execution Copy
MSC 221019-RR

through a Request for Proposal (RFP) or Request for Qualifications (RFQ) process as provided in 2 CFR 200.320(d). In accord with this regulation and prior to Grantor disbursement of the Grant, the Grantee shall provide for approval by the Grant Administrator a copy of the locally published RFP / RFQ, a list of respondents to the RFP / RFQ, Grantee's evaluation and recommendation for the award of the contract(s), and the executed contract(s).

- c. For construction related contracts, Grantee must use the procurement by Sealed Bids Process as provided in 2 CFR 200.320(c). In accord with this regulation and prior to Grantor disbursement of the Grant, the Grantee shall provide for approval by the Grant Administrator a copy of the locally published advertisement for bids and the bid tabulation.
3. If the Grantee will not be engaging any consultant, supplier, or contractor, then the procurement process required by 2 CFR 200.320 shall not apply. The Grantee shall ensure that payment for services, supplies, or materials shall not exceed the amount ordinarily paid for such services, supplies, or materials in the area where the services are rendered or the supplies or materials are furnished.
4. If the project involves construction activities using the Grant, the Grantee shall provide for approval by the Grant Administrator a copy of all bidding documents or other evidence of compliance with federal labor standards for all construction activities financed in whole or in part with the Grant. Such approval must be secured prior to Grantor disbursement of the Grant for relevant construction activities.
5. If the project involves both Grant and Non-Grant funded construction activities on private property, the Grantee shall provide for approval by the Grant Administrator a copy of all bidding or contract documents showing evidence of compliance with federal labor standards for all construction activities financed with the Grant and any other matching funds on said private property. Such approval must be secured prior to Grantor disbursement of the Grant.
6. If the project involves the installation of machinery and equipment and the installation cost is greater than 20% of the total cost of the machinery and equipment, the Grantee shall provide for approval by the Grant Administrator a copy of all bidding documents or other evidence of compliance with federal labor standards for all installation activities financed in whole or in part with CDBG funds. Such approval must be secured prior to Grantor disbursement of the Grant.
7. If the project involves acquisition, including donations, of real estate, permanent easements and/or right-of-ways, or the relocation of persons, families or farms, the Grantee shall provide for approval by the Grant Administrator documentation of compliance with the Uniform Relocation and Real Property Acquisition Policies Act of 1970. Such approval must be secured prior to Grantor disbursement of the Grant.
8. If the project involves the demolition or conversion of an occupied dwelling unit or a vacant occupiable dwelling unit, the Grantee shall provide for approval by the Grant

Execution Copy
MSC 221019-RR

Administrator documentation of compliance with Section 104(d) of the Housing and Community Development Act of 1974. Such approval must be secured prior to Grantor disbursement of the Grant.

9. If the Project involves improving and/or acquiring real property in whole or in part using Grant funds in excess of \$150,000, the Grantee shall provide for approval by the Grant Administrator a Real Property Management Report (RPMR) prior to Grantor disbursement of the Grant, annually, at close out, and when the property is no longer needed for its original purpose.

If the real property acquired and/or improved with the Grant is no longer needed for its original purpose at any time during the project and up to five years from close out, the Grantee shall request disposition instructions from the Grantor prior to disposing of the real property acquired or improved in whole or in part with the Grant. Depending on the disposition request, the Grantee may be required to return a portion of the Grant to the Grantor.

10. If the Project involves acquiring personal property in whole or in part using Grant funds in excess of \$150,000, the Grantee shall provide for approval by the Grant Administrator a Personal Property Management Report (PPMR) prior to disbursement of the Grant, annually, at close out, and when the property is no longer needed for its original purpose.

If the personal property acquired with the Grant is no longer needed for its original purpose at any time during the project and after project close out, the Grantee shall request disposition instructions from the Grantor prior to disposing of the personal property acquired in whole or in part with the Grant. Depending on the current per unit fair market value of the personal property, the Grantee may be required to return a portion of the Grant to the Grantor.

11. Grantee is responsible for ensuring that all contractors working on the project are CDBG eligible and properly licensed, bonded, and insured.
12. The Grantee, all contractors, and all subcontractors shall ensure that any construction or rehabilitation implemented pursuant to the terms and conditions of this Agreement shall meet all applicable state and local building codes.
13. The Grantee, all contractors, and all subcontractors shall secure in a timely manner all necessary certificates and permits from municipal or other public authorities as required in connection with the performance of this Agreement.
14. The Grant must be requested on a reimbursement basis or when there is an immediate cash need for the funds.
15. Vendor Registration. To receive payments under this Agreement, the Grantee must register as a vendor with the State. All required payments will be made via electronic funds transfer.

Execution Copy
MSC 221019-RR

16. In the event of any adverse material change in the business, property, financial or other conditions of the Property Owner Southwright Properties, LLC shall immediately notify in writing the Grantee and Grantor. The Grantor reserves the right at any time to request additional documentation to ensure that the Scope of Work, private investment and housing requirements can be met.
17. Prior to incurring construction costs, the Grantee shall:
 - a. Receive written release of funds for construction activities.
18. The Grantee shall expend up to \$240,000 of the Grant for project activities that benefit the entire Community and are described in Attachment B.
19. The Grantee shall expend up to \$34,135 for administration.
20. The Grantor may, in its sole discretion, after discussion with representatives of the Grantee, modify or reduce the total amount of grant assistance offered under this Agreement or terminate this Agreement and demand full repayment of disbursed grant proceeds if the Grantee violates, fails, or refuses to comply with any term, condition, or provision of this Agreement.
21. The Grantee shall provide Program Progress Reports beginning January 15, 2021, and every six (6) months thereafter.
22. The Grantee shall provide a final Payment Request within 60 days of the expiration of the Term. Payment Requests received after this time will not be processed.
23. The Grantee shall provide a final Program Progress Report and all other required close out documents specified by the MSF within 120 days of the expiration of the Term.
24. The Grantee shall provide documentation that at least one public hearing was held after grant award and prior to formal grant closeout. Such documentation shall be provided prior to formal grant closeout.
25. During each of the Grantee's fiscal years in which a disbursement of the Grant is made under this Agreement, the Grantee shall file an Audit Report. This Audit Report must be prepared by an independent auditor, and be in compliance with the requirements of 2 CFR Part 200, or as required by the Grant Administrator. This Audit Report shall be filed with the Grant Administrator within 30 days after completion of the audit, but not later than nine months after the close of the Grantee's fiscal year.
26. Whenever possible, auditees shall make positive efforts to utilize small businesses, minority-owned firms, and women's business enterprises, in procuring audit services as stated in 2 CFR Part 200, as applicable.
27. A risk assessment has been completed for this project. Based on the assessment, the following grant terms are required to minimize identified areas of potential risk:

Execution Copy
MSC 221019-RR

- a. Hold Local Progress Meetings (Program Specialist to determine frequency of meetings)

28. Non-Discrimination and Unfair Labor Practices. In connection with this Agreement, the Grantee Property Owners agrees not to discriminate against any employee or applicant for employment, with respect to their hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex (including sexual orientation and gender identity or expression as defined in Executive Directive 2019-09), height, weight, marital status, partisan considerations, physical or mental disability, or genetic information (as defined in Executive Directive 2019-09) that is unrelated to the individual's ability to perform the duties of the particular job or position. The Grantee Property Owners further agrees that every subcontract or sub-recipient agreement entered into for performance of this Agreement will contain a provision requiring nondiscrimination in employment, as specified in this Agreement, binding upon each subcontractor. This covenant is required, as applicable under the Elliot Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq.*, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq.*, and is consistent with Executive Directive 2019-09, and any breach thereof may be regarded as a material breach of this Agreement.

Under 1980 PA 278, MCL 423.321, *et seq.*, the State shall not award a contract or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled under MCL 423.322. The United States Labor Relations Board compiles this information. The Company shall not enter into a contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Under MCL 423.324, the State may void any contract if, subsequent to the award of the contract, the name of the Company as an employer, or the name of a subcontractor, manufacturer, or supplier of the Company appears in the register.

Execution Copy
MSC 221019- RR

III. GENERAL TERMS AND CONDITIONS

1. Applicability to Sub Recipients and Contractors: Where performance of the grant project is carried out by any sub recipient or contractor of the Grantee, the provisions of the Grant Agreement shall be made binding on such sub recipient or contractor by the Grantee. This shall be accomplished by a written agreement or contract between the Grantee and sub recipient or contractor. Where the term "Grantee" appears in this Grant Agreement it shall be read to include any sub recipient or contractor of the Grantee.

The ultimate legal responsibility for insuring compliance with requirements of the Grant Agreement is that of the Grantee designated in the Grant Offer.

2. Compliance by the Grantee: The Grantee shall comply with all applicable provisions of the following:
 - a. "Statement of Assurances" as included in the Application.
 - b. Compliance with Section 3 of the Housing and Urban Development Act of 1968, as amended.
 - c. Compliance with Title I of the Housing and Community Development Act of 1974, as amended (Fair Housing).
3. Maintenance of Records: The Grantee shall maintain records which will allow assessment of the extent of Grantee performance of the Scope of Work and which allow for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over, and accountability for, all funds received. Accounting records must be supported by source documentation such as time sheets and invoices.
4. Retention of Records: The Grantee shall retain all financial records, supporting documents, statistical records, and all other pertinent records until notified by the MSF.
5. Publicity: At the request and expense of the Grantor, the Grantee will cooperate with the Grantor to promote the Grant Activities through one or more of the placement of a sign, plaque, media coverage or other public presentation at the project or other location acceptable to the Parties.
6. Applicability of Federal Regulations: In the event that federal laws, statutes, rules or regulations related to HUD or CDBG funding require a change to this Grant Agreement, this Grant Agreement shall be immediately interpreted, modified, applied and enforced consistent with those changes as though they were in the original Grant Agreement. Those changes shall be incorporated into this Grant Agreement in writing as soon as possible without unreasonable delay by any party.
7. Amendments. The Grantee must obtain prior written approval of the Grant Administrator for grant amendments as follows:
 - a. changes of substance in the Scope of Work including new activities or alterations of existing approved activities;

Execution Copy
MSC 221019-RR

- b. extensions to the term of work performance for completion of project activities;
- c. for Grants of less than \$100,000, cumulative changes among approved CDBG funded budget items which exceed \$5,000 or five (5) percent of the Grant, whichever is the lesser amount; and
- d. for Grants of \$100,000 or more, cumulative changes among approved CDBG funded budget items which exceed \$10,000 or five (5) percent of the Grant, whichever is the lesser amount.

The amendment request must be submitted by an authorized local official of the Grantee.

- 8. Suspension of Grant: When the Grantee has failed to comply with the grant award stipulations, standards, or conditions, or in the event of an adverse material change as to the Property Owners/Business Owners provided in Section II(B)(15), the Grantor may, on reasonable notice to the Grantee, suspend the grant and withhold further payments, or prohibit the Grantee from incurring additional obligations of grant funds, pending corrective action by the Grantee or a decision to terminate in accordance with these Terms and Conditions. The Grantor will allow all necessary and proper costs, which the Grantee could not reasonably avoid during the period of suspension, provided they meet the provisions of 2 CFR Part 200.
- 9. Termination for Cause: The Grantor may terminate this grant in whole, or in part, at any time before the date of completion, whenever it is determined that the Grantee has failed to comply with the conditions of the grant or in the event of an adverse material change as to the Property Owners as provided in Section II(B)(15). The Grantor will promptly notify the Grantee in writing of the determination and the reasons for the termination, together with the effective date. Payments made to recipients, or recoveries by the Grantor, will be in accordance with the legal rights and liabilities of the parties.
- 10. Termination for Convenience: The Grantor or the Grantee may terminate this grant in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of the Grant. The two parties shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The Grantee shall not incur new obligation for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The Grantor will allow full credit to the Grantee for the Grantor's share of the noncancelable obligations that were properly incurred by the Grantee prior to termination.
- 11. The Grantee and political subdivisions, agencies, and instrumentalities thereof, when engaged in letting contracts or procuring products or services which involved funds obtained from the Grantor shall ensure that bid specifications, project agreements, other controlling documents, and any other local requirements do not:
 - a. require bidders, offerors, contractors, or subcontractors to enter into or adhere to agreements with one or more labor organizations on the same or related projects;

Execution Copy
MSC 221019-RR

- b. discriminate against bidders, offerors, contractors or subcontractors for refusing to become or remain signatories or otherwise adhere to agreements with one or more labor organizations on the same or related construction projects; or
 - c. require any bidder, offeror, contractor, or subcontractor to enter into, adhere to or enforce any agreement that requires its employees as a condition of employment to:
 - i. become members of or become affiliated with a labor organization; or
 - ii. pay dues or fees to a labor organization, over an employee's objection, in excess of the employee's share of labor organization costs relating to collective bargaining, contract administration or grievance adjustment.
12. The MSF, the State of Michigan, its board and its employees shall not in any manner be liable for any loss or damage connected to or resulting from activities conducted under this Agreement; nor for any injury or damages to any person whether an employee of the Grantee or otherwise, or for damage to any materials, equipment, or other property that may be used or employed in connection herewith.

The parties hereby agree that the invalidity of any clause, part, or provision of this Agreement shall not affect the validity of the remaining portions thereof.

13. Prohibit Use of Grant Disbursements: The Grantee shall not use any Grant Disbursements for the development of a stadium or arena for use by a professional sports team or development of a casino or property associated or affiliated with the operation of a casino as prohibited by the Act (see MCL 125.2088c(3)(a) and (b)), or to induce the Company, a qualified business, or small business to leave the State of Michigan, or to contribute to the violation of internationally recognized workers' rights, of workers in a country other than the US, or to fund an entity incorporated in a tax haven country, as prohibited by the Act (see MCL 125.2088c(4)(c), (d), and (e)).
14. Criminal or Civil Matters: The Grantee affirms that to the best of its knowledge that it or its Affiliates, subsidiaries, officers, directors, managerial employees, and any person who, directly or indirectly, holds a pecuniary interest in the Company of Twenty percent (20%) or more: (i) do not have any criminal convictions incident to the application for or performance of a state contract or subcontract; and (ii) do not have any criminal convictions or have not been held liable in a civil proceeding, that negatively reflects on the person's business integrity, based on a finding of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or violation of state or federal antitrust statutes.

Execution Copy
MSC 221019-RR

IV. ACKNOWLEDGEMENT AND CERTIFICATION BY PROPERTY OWNER

Southwright Properties LLC (the "Property Owner") acknowledges receipt of a copy of the Grant Agreement MSC 221019-RR, together with all attachments. It is understood that the CDBG financed portion of the project will provide funding for list CDBG funded activities.

It is understood and acknowledged by all parties, including the Property Owner, that the investment and creation of affordable residential rental units were essential factor in persuading the Grantor that this project is economically viable, and further, in the absence of this commitment by the Property Owner, this grant would not have been awarded.

Therefore, the Property Owner agrees to abide by the terms of the Grant Agreement. The Property Owner agrees that this project is expected to result in:

Total investment of at least \$83,382 amount for a complete over-hall including drywall, appliances, cabinetry, electrical, plumbing, windows, HVAC, flooring materials all fixtures and paint;

Upon completion of the project (at time of project closeout) the project shall result in the rehabilitation of 4 residential rental units;

At least 51% of the residential rental units shall be affordable (Limited by HUD's Fair Market Rents);


At least 51% of the residential rental units shall be leased to low and moderate income households; and

In the event of any adverse material change in the business, property, financial or other conditions of the Property Owner, the Property Owner agrees to immediately notify in writing the Grantee and Grantor and to provide Grantee and Grantor with any additional documentation reasonably requested. The Property Owner further acknowledges that should the private investment and residential rental unit goals for this project not be met, the Grantor may require the repayment of the Grant up to the full amount.

The signatory below warrants that he is empowered to enter into this Agreement.

Dated this 17 day of Aug, 2022

Southwright Properties LLC



Grant Southwick
Property Owner

Counterparts; Facsimile, Electronic and PDF Signatures; Copies – This Agreement may be executed in any number of counterparts, each of which, when executed shall be deemed an original, and all of which together, shall constitute one and the same agreement. This agreement may be delivered by facsimile, or PDF or other electronic format and in such circumstances, may be relied upon to the same extent as though such copy was an original.

Execution Copy
MSC 221019-RR

Attachment A

Attachment A

PROJECT BUDGET
MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

1. Applicant: City of Plainwell		MSC 221034-RR		City of Plainwell Southwright Apartments Rental Rehabilitation Project		
3. Project Cost Elements		4. Project Funding Sources (Identify all other funding sources)				
Activities	212 CDBG	Private				TOTAL
Construction	\$240,000	\$79,982				\$0
Environmental Review	\$5,350					\$319,982
Lead Testing	\$1,050					\$5,350
Lead Abatement	\$12,735					\$1,050
Lead Abatement certification		\$400				\$12,735
CGA	15,000					\$400
Soil and Gas Investigation		\$3,000				\$15,000
						\$3,000
TOTAL	\$274,135	\$83,382				\$357,517

Execution Copy
 MSC 221019 -RR

Attachment B

PROJECT DESCRIPTION

The project site, 112 N. Main, is located in the heart of downtown Plainwell in the Central Business District (CBD). This renta rehabilitation is Phase 2 of a project that will renovate four apartments, approximately 3,300 sq. feet. on the second floor of the building. This project would see three new low to moderate income, and one, market value rate dwellings, each uni approximately 825 sq. feet. This project will restore a space that has been uninhabited since a fire occurred several years ago and it would bring new life to the building along with new quality, and affordable housing units. The current owner has used the majority of his credit and funding to restore the main floor of this building.

TIMELINE

ACTIVITY	START DATE	END DATE
Construction	August 2022	March 2023

NATIONAL OBJECTIVE

National Objective is Low Mod Housing (LMH) Benefit. Upon completion, 51% of the units will be affordable and leased to LMI households.

NATIONAL OBJECTIVE BENEFIT	TOTAL NUMBER OF UNITS	NUMBER OF LMI UNITS FIRST FIVE YEARS
112 N. Main St.	4	3

1. IDENTIFICATION OF UGLG

1a. PROJECT TITLE: Southwright Apartments

1b. UGLG CONTACT INFORMATION		1c. FUNDING SOURCES	
Unit of General Local Government	City of Plainwell	CDBG Grant	\$ 274,135
		UGLG	\$
Highest Elected Chief Official	Name: Brad Keeler	Private	\$ 83,382
	Title: Mayor		\$
	Ph. 2696856821		\$
	Email bkeeler@plainwell.org		\$
Street/PO Box	211 N. Main St	TOTAL	\$ 357,517
City	Plainwell	1d. UGLG INFORMATION	
State/Zip	MI 49080	UGLG DUNS # http://www.dnb.com/duns-number.html	
County	Allegan	94-996-5031	
UGLG Project Contact (PC)	Name: Denise Siegel	UGLG Federal ID #	
	Title: Community Development Mgr	38-60004724	
	Ph. 2696856821	UGLG Fiscal Year	
	Email dsiegel@plainwell.org	July to June (month start and end)	

1e. REPRESENTATIVE INFORMATION

State Government Representation	Federal Government Representation
Senator Name: Aric Nesbitt	Representative Name: Fred Upton
Representative Name: Mary Whitefore	Congressional District: 6
Senate District: 26 House District: 80	

1f. INITIAL APPLICATION SUBMISSION: AUTHORIZED UGLG SIGNATURE

The **UGLG** agrees to adhere to HUD, CDBG and MEDC rules, regulations, and the Grant Administration Manual (GAM) policies, procedures, and reporting requirements. In agreeing to this, the UGLG will ensure that all entities involved in completing the proposed project will also adhere to rules and regulations during grant administration.

Signature			
Name and Title of Authorized Signer	Erik Wilson, City Manager	Date	05/17/2021

1g. FINAL APPLICATION SUBMISSION: AUTHORIZED UGLG SIGNATURE

The **UGLG** certifies that information contained in the application and associated attachments are complete and accurate, that all activities intended to be completed have been identified within the application, and the budget reflects final costs of all project activities identified via a completed bid process or via construction contracts that have been reviewed and are ready to execute.

Signature			
Name and Title of Authorized Signer	Erik Wilson, City Manager	Date	03/11/2022

2. NATIONAL OBJECTIVE ELIGIBILITY

The project must meet a National Objective. Please check the category (only one) that applies to the project:

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Benefit Persons of Low and Moderate Income
<input type="checkbox"/> LMI Area Benefit
<input type="checkbox"/> LMI Job Creation
<input checked="" type="checkbox"/> LMI Housing
<input type="checkbox"/> Limited Clientele | <input type="checkbox"/> Prevention or Elimination of Slums or Blight
<input type="checkbox"/> Area Benefit
<input type="checkbox"/> Spot Blight |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|

3. PROJECT DESCRIPTION

- 3a. Provide a project description and include the following:
- i. Describe the location of the project.
 - ii. What is the purpose and need? What is being done and why is it necessary?
 - iii. Who are the project beneficiaries? Why is this project being proposed and who benefits from the results?
 - iv. Provide complete details about the project and what will be done.
 - v. Describe all funding sources being used for this project.
 - vi. Describe all development partners involved in this project.
 - vii. Describe the maintenance related to project improvements funded, in whole or in part, by CDBG and how they will be funded.
- As a new building revival has started to take place downtown Plainwell, there is a real need for additional centralized housing in the downtown area as well as restoring the existing second stories of mixed use buildings. Currently all of the downtown properties with second story apartments are full. Many need to be remodeled, and hopefully this project would encourage other developers, and building owners, to evaluate their properties for upgrades.**
- The need for this project addresses issues related to housing, that were identified as very important to stakeholders and citizens, in our Master Plan. Most often mentioned was the poor up-keep and appearance of some rental homes. Renter-occupied housing units make up 43% of all occupied housing units within the City, which is considerably higher than the statewide percentage (29%), and higher than Allegan County (18%). Despite the City's high number of rental units, the vacancy rate remains low, currently at 9%, which is comparatively lower than State and County figures (each just over 15%). This rental rehab project addresses several bullet points of implementation in our Master Plan. Section 4.2 creates a range of housing opportunities and choices; Encourage community and stakeholder collaboration; mixed land uses; strengthening the community by directing growth to already developed areas. The City's contribution to this project is in the general maintenance of the parking lot and trash corral, along with 4 complimentary parking permits for the renters for a period of 3 years.
- Work to be completed during this project include but not limited to general construction, demolition of ceiling, insulation, and general aggregate of space as needed; install laminate flooring, carpet, new windows, sound barrier, finish carpentry, labor and framing materials for new walls, trim, hang and finish drywall, cabinets for kitchen and vanity's for bathrooms, labor and materials for painting walls and ceiling, plumbing for all 4 apartments, hook up to existing sanitary, electric water heaters; Electric; Heating and cooling; Appliances - 4 of everything (refridgerator, range, dishwasher, stackable washer and dryer.
- Our intended outcome of this project would be to see four (4) new dwellings inhabited downtown, new residents, and to encourage other building owners to consider restoring, remodeling their current rental spaces.
- The building, 112 N. Main, is located in the heart of downtown Plainwell in our Central Business District (CBD). It was built in the early 1900's and was well known as Nooney's Drug Store, which operated for over 50 years. A few other businesses have utilized building over the years. In late 2015 the building had a fire that destroyed the interior of the building, including the four apartments upstairs. This building sat empty for 5 years, until it was purchased by Grant Southwick. He remodeled the main

	<p>floor of the building into a beautiful salon utilizing the existing features of the past, carefully and artfully protecting the historic character of this building. Phase 2 of the project is to renovate the four upstairs apartments utilizing the same style and character as the main floor.</p> <p>Several other investors and business owners have taken note to what Grant has done with this property at 112 N. Main St. and have been encouraged by the restoration project. Some have started investigating what they are able to do with their properties as well to contribute to the overall esthetics of downtown. The City is also on board and has so far noticed the influx of business brought in through the restoration and move of the main floor salon to its current place downtown.</p>
3b.	<p>Check all that apply as it pertains to the Historic Status of the property(s) involved:</p> <p><input type="checkbox"/> Listed in the National Register of Historic Properties</p> <p><input type="checkbox"/> Potentially eligible to be listed in the National Register of Historic Properties</p> <p><input type="checkbox"/> Listed in a state or local inventory of historic places</p> <p><input type="checkbox"/> Designated as a state or local landmark or historic district</p> <p><input checked="" type="checkbox"/> None of the above</p> <p><input type="checkbox"/> Not applicable</p>
3c.	<p>What is the age of the benefitting building/property? 120</p>
3d.	<p>Provide the address(es) of the benefited property(s)/building(s)/businesses. Indicate whether commercial and/or residential: 11 2 N. Main St. Plainwell MI 49080 Residential property</p>
3e.	<p>What is the total square footage impacted by this project? 3400 square feet</p>
3f.	<p>Provide the name(s) of the private property/building owner(s) seeking to participate as a sub-recipient of funds. Include <u>all individuals</u> that have ownership of the property/building(s). Grant Southwick</p>
3g.	<p>Provide the DUNS number of the private business owners, along with their respective owner's names listed above, if applicable. *A DUNS number is not required for Rental Rehabilitation Projects. 118000367</p>

4. COMPLIANCE SCREENING		
4a.	<p>Will jobs be relocated from another City or State as a result of this project? If Yes, explain:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>
4b.	<p>Will the project result in the demolition or conversion of residential dwelling units, both occupied and vacant? If Yes, explain:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>
4c.	<p>Will the project result in special fees (i.e., tap in / hookup fees, special assessments)? If Yes, explain:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>
4d.	<p>Are there any local, state and federal permits required for implementation of the proposed project? If Yes, will permit requests delay the proposed project or influence the timeline? No</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p>
4e.	<p>Are there acquisitions, leases, easements, or property option/purchase agreements necessary to complete the project activities?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA</p>

4f.	Are there current or incoming residential or commercial tenants? If Yes, provide the number of tenants and whether they are residential, commercial or both: 4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
4g.	Will there be any temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants to complete the project?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA

5. PROJECT TIMELINE

Provide the Start and End dates for activities associated with completing the project

ACTIVITIES	START DATE (mm/yr)	END DATE (mm/yr)
Acquisition		
Engineering		
3 rd Party Environmental Review	Feb. 22, 2022	May 1, 2022
Bidding/Contractor Selection		
Construction	August 2022	March 2023

6. PROJECT BUDGET

ACTIVITY COSTS	CDBG	LOCAL	PRIVATE			TOTAL
Planning	\$	\$	\$	\$	\$	\$
Acquisition	\$	\$	\$	\$	\$	\$
Engineering	\$	\$	\$	\$	\$	\$
3 rd Party Environmental	\$5,350	\$	\$	\$	\$	\$5,350
Demolition	\$	\$	\$	\$	\$	\$
Construction (includes contingency and bonding)	\$240,000	\$	\$79,982	\$	\$	\$319,930
Lead & Asbestos Testing	\$1,050	\$	\$	\$	\$	\$1,050
Grant Administrator	\$15,000	\$	\$	\$	\$	\$15,000
Lead Abatement work	\$12,735	\$	\$	\$	\$	\$12,735
Lead Abatement Certification	\$	\$	\$400	\$	\$	\$400
Sub Soil Gas Investigation	\$	\$	\$3,000	\$	\$	\$3,000
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
GRAND TOTAL	\$274,135	\$	\$83,382	\$	\$	\$357,517

Are there other funding sources available to contribute to the proposed project? Provide inquires made and the responses provided by associated funding sources.
No

Is Program Income available to help fund the proposed project? Note program income funds cannot count towards project match.
No

7. UGLG CAPACITY AND CONFLICT OF INTEREST

Who will provide the administrative capacity for the proposed grant?
 UGLG Staff

<input checked="" type="checkbox"/> MEDC Certified Grant Administrator <input type="checkbox"/> Third Party Administrator/Consultant/EDO/EDC	
Has the UGLG received CDBG grants or loans in the past 5 years and/or have any open CDBG grants or loans, including grants or loans provided by MSF, MEDC and MSHDA? If Yes, please identify the associated projects and describe all, if any, findings or areas of concern regarding those projects: Plainwell Paper Mill Demolition Project phase 2 5.1 Million	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Does the UGLG have any outstanding CDBG grants or loans that have not been drawn down? If Yes, describe: Plainwell Paper Mill In progress	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Will local officials and staff be a party to any contract involving the procurement of goods and services assisted with CDBG funds? If Yes, describe:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA
Will any person who is an employee, agent, consultant, officer, elected or appointed official of the UGLG obtain a financial interest or benefit from a CDBG assisted activity or have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter? If Yes, describe:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA

8. Supporting Documentation		
Exhibit I	Project Location Map	Attached <input checked="" type="checkbox"/>
Exhibit II	Preliminary Architectural/Engineering Drawings	Attached <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Exhibit III	Independent 3 rd Party Cost Estimate	Attached <input checked="" type="checkbox"/>
Exhibit IV	Financial Commitment Letter(s)	Attached <input checked="" type="checkbox"/>
Exhibit V	Blight Letter or Area Blight Resolution (Sample Form 2-B)	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Exhibit VI	Lead-Based Paint Applicability and Compliance Worksheet (Form 5-S)	Attached <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Exhibit VII	Asbestos Applicability and Compliance Worksheet (Form 5-V)	Attached <input checked="" type="checkbox"/> N/A <input type="checkbox"/>
Exhibit VIII	Historic Property Proof of Eligibility	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Exhibit IX	Appraisal for CDBG-funded Acquisitions; or Waiver Valuation (Form 6-D)	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Exhibit X	Limited Denial of Participation, HUD Funding Disqualifications and Voluntary Abstentions	Attached <input type="checkbox"/>
Exhibit XI	System Award Management (SAM) Certification	Attached <input checked="" type="checkbox"/>
Exhibit XII	General Information Notice (GIN)	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Job Creation Exhibit	Job Creation Summary <ul style="list-style-type: none"> ▪ Job Creation Assurance ▪ Machinery and Equipment (M&E) List, if applicable 	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Rental Rehabilitation Exhibits	1. Rental Rehabilitation Workbook 2. Housing Quality Standards 3. Substandard Unit Verification, for existing units only	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Façades Exhibit	Façade Budget <ul style="list-style-type: none"> ▪ Façade Building Owner and Activity Identification 	Attached <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
<p>Please attach all supporting documents in the order they are requested. If submitting electronically, label each supporting document appropriately.</p> <p>This list is not all inclusive. Additional compliance documentation will be sought post-application.</p>		



"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 Public Works Superintendent
DATE: October 6, 2022
SUBJECT: Elevator Inspection and maintenance contract

ACTION RECOMMENDED: The City Council should consider approving a contract with Great Lakes Elevator in the amount of \$6,500 for the annual and three year inspections and \$650 for quarterly inspections

Bids Received: Great Lakes Elevator -\$6500 for 1-3-year testing \$650 for quarterly Insp.
Scheidler- contacted on 9/9/2022 no one came out to bid
McNally- contacted on 9/9/2022 no one came out to bid
Otis- terminated contract with us

Bid Recommended: Great Lakes Elevator

Total Cost: \$6500 for 1-3 testing, and \$650 a quarter for two elevators

Vendor Source:

Budget Impact: Buildings and Grounds

Background Information: Otis has been our elevator contractor for many years. They cannot fix our freight elevator and have had some issues with providing us proper testing and inspections. Great Lakes has looked at our freight elevator and William crisp elevator and see no issues getting them up to par. This Memo is for the testing and maintenance of two elevators not the cost of repairing them.

Cheryl R. Pickett

From: Cheryl R. Pickett
Sent: Friday, September 9, 2022 2:37 PM
To: 'cameron.wolterstorff@schindler.com'
Cc: Robert Nieuwenhuis (RNieuwenhuis@plainwell.org)
Subject: elevator quote for the City of Plainwell

Hello Cameron,

Our freight elevator is very old and is in our old paper mill which is City Hall now. I'm not sure of the age or anything. Otis was our former contactor. We also have another elevator is our William Crispe House located at 203 W Bridge St.

The best way for us to meet with you and let you in to these places would be to call the DPW 269-685-9363.

Hopefully you can get your guy to come next week so we can get a quote.

Cheryl Pickett
City of Plainwell
Department of Public Works
269-685-9363

Schindler Elevator

CONFIDENTIALITY: Pursuant to the Electronic Communications Privacy Act of 1986, 18 U.S.C. Sec. 2510, et seq. (the "ECPA"), notice is given that the information or documents in this electronic message are legally privileged and confidential information, intended only for the use of the individual or entity to whom it is sent. If you are not the intended recipient, please be aware that any disclosure, distribution, use or copying of the contents of this message is prohibited. If you have received this message in error, notify the sender immediately by return mail. Thank you.

The City of Plainwell is an equal opportunity provider and employer

called on 9/9/2022

McNally (cathy)

Great Lakes Elevator
 530 E. Grand River Road
 Williamston, MI 48895
 (517) 655-5400

QUOTE

Quote #
679

Bill To: City of Plainwell
 211 N. Main Street
 Plainwell, MI 49080

 (269) 207-7320

Account: Plainwell City Hall
 211 N. Main Street
 Plainwell, MI 49080

Account #: PLAINWELL

Date	3/11/2022	Terms	Upon Receipt	Job #	
Quote #	679	PO #			

Quantity	ID	Description	Price	Amount
1.00	EXTRA SERVICE - CAT	CATERGORY 1 & 3 TESTING	\$6,500.00	\$6,500.00

Perform State Required Category 1 No Load Test Package (Required Annually):
 Pressure Relief, Evacuation Device Test, Fire Service Annual Test, Cab Emergency Light & Alarm Bell Test, Hoistway Door Lock Safety Test.
 Perform State Required Category 3 Load Test (Required every 3 years)

*COMBINED QUOTE FOR TESTING - BOTH BUILDINGS

Taxable	\$0.00
Non-Taxable	\$6,500.00
Sub-Total	\$6,500.00
Sales Tax	\$0.00
TOTAL	\$6,500.00

Authorized Signature _____ Date _____



530 E. GRAND RIVER RD. WILLIAMSTON, MI 48895
 p:(517)655-5400/f:(517)655-5461
 e: info@glelevators.com/w: www.glelevators.com

Owner information:

Name: City of Plainwell	O & G Maintenance	
Address: 203 W. Bridge Street Plainwell, MI 49080		
Representative: Bob Nieuwenhuis		
Phone: 269-207-7320	Fax:	Email: Rniwuwenhuis@plainwell.org

(Hereinafter called *You*)

By: **GREAT LAKES ELEVATOR, INC.**, (Hereinafter called *Company*), through our office located at:

530 E. Grand River Rd.
 Williamston, MI 48895

In your building located at:

Name: Bob Nieuwenhuis
Address: 203 W. Bridge Street Plainwell, MI 49080

EQUIPMENT DESCRIPTION

(PLEASE LIST INDIVIDUALLY, ATTACH NEW SHEET IF NEEDED)

Type	Manufacturer	Elev. State ID	Landings/Capacity
TBD	TBD	TBD	6,000

Agrees to service the above elevator equipment, described herein, on the following terms and conditions:

Initial _____

MAINTENANCE – O&G

Periodically, as required per state, we will examine the above elevators including inspection, lubrication, and adjustment of the following parts:

Main motor, relays, resistors, condensers, contacts, leads, cables, sheaves, interlocks, contacts, guide shoes, tracks, safeties and rollers.

Repair or replacement of worn or defective items will be handled as an extra to the contract and billed at our normal billing rates.

If you desire additional visits to the site, we will bill at our normal billing rates including expenses.

PROCEDURE

All examinations will be performed during our regular working hours of our regular working days.

OWNERSHIP

It is agreed that we do not assume possession or control of any part of the elevator that remains yours solely as owner and that you are solely responsible for all requirements imposed by any federal, state or local law, ordinance or regulation.

You agree to provide us unrestricted ready access to all areas of the building in which any part of the elevator is located and to keep all machine rooms and pit area free from water, stored materials and excessive debris. You agree to provide a safe work place for our personnel, and to remove any hazardous materials in accordance with applicable laws and regulations.

DECLARATION

We shall not be liable for any loss, damage, or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, labor disputes, fire explosion, theft, floods, water, weather, earthquake, riot, civil commotion, war, vandalism, misuse, abuse, malicious mischief or acts of God.

In the event an outside Independent Inspector is required, it would be the owner's responsibility.

Under no circumstances shall we be liable for any indirect, special or consequential damage of any kind including, but not limited to, fines or penalties, loss of profits, loss of rents, loss of good will, loss of business opportunity, additional financing costs, or loss or use of any equipment or property, whether in contract, tort, including negligence, warranty or otherwise.

PAYMENTS

Payments shall be made on a minimum **QUARTERLY** basis, due on the first day of each such billing period, beginning on the Commencement Date.

You will also pay, in addition to the Contract Price, any tax (including but not limited to sales, use or excise tax) imposed on us, our suppliers or you by any existing or future law, statute, court decision, rule or regulation in connection with services to be provided hereunder or the installation or replacement of any parts or materials by us hereunder.

The contract price will be adjusted progressively yearly. The price increase will be 5%.

Initial _____

TERMS

This agreement shall be for a term of Five (5) years commencing at 12:01 midnight on _____ and ending at 12:00 midnight on _____. This agreement shall be renewed automatically for additional term of three (3) years unless terminated by written notice by either party, mailed and post marked at least ninety (90) days prior to the end of the term or any renewal thereof. If customer terminates the contract for any reason prior to its expiration, Great Lakes Elevator reserves the right to assess an Early Termination Fee.

PRICE PER QUARTER

\$300.00 Per Quarter

**24-hour Emergency phone #517-655-7416
(Please report all service issues to this number)*



530 E. Grand River Rd.
Williamston, MI 48895
Phone: 517-655-5400
Fax: 517-655-5461
Email: info@glelevators.com

Accepted by (Authorized Building Rep.)

Accepted by (Authorized Great Lakes Elevator Rep.)

Signature

Signature

Title

Title

Date

Date



530 E. GRAND RIVER RD. WILLIAMSTON, MI 48895
 p:(517)655-5400/f:(517)655-5461
 e: info@glelevators.com/w: www.glelevators.com

Owner information:

Name: City of Plainwell	O & G Maintenance
Address: 211 w. Main Street Plainwell, MI 49080	
Representative: Bob Nieuwenhuis	
Phone: 269-207-7320	
Fax:	Email: Rniuwuenhuis@plainwell.org

(Hereinafter called *You*)

By: **GREAT LAKES ELEVATOR, INC.**, (Hereinafter called *Company*), through our office located at:

530 E. Grand River Rd.
 Williamston, MI 48895

In your building located at:

Name: Bob Nieuwenhuis
Address: 211 W. Main Street Plainwell, MI 49080

EQUIPMENT DESCRIPTION

(PLEASE LIST INDIVIDUALLY, ATTACH NEW SHEET IF NEEDED)

Type	Manufacturer	Elev. State ID	Landings/Capacity
TBD	TBD		20,000

Agrees to service the above elevator equipment, described herein, on the following terms and conditions:

Initial _____

MAINTENANCE – O&G

Periodically, as required per state, we will examine the above elevators including inspection, lubrication, and adjustment of the following parts:

Main motor, relays, resistors, condensers, contacts, leads, cables, sheaves, interlocks, contacts, guide shoes, tracks, safeties and rollers.

Repair or replacement of worn or defective items will be handled as an extra to the contract and billed at our normal billing rates.

If you desire additional visits to the site, we will bill at our normal billing rates including expenses.

PROCEDURE

All examinations will be performed during our regular working hours of our regular working days.

OWNERSHIP

It is agreed that we do not assume possession or control of any part of the elevator that remains yours solely as owner and that you are solely responsible for all requirements imposed by any federal, state or local law, ordinance or regulation.

You agree to provide us unrestricted ready access to all areas of the building in which any part of the elevator is located and to keep all machine rooms and pit area free from water, stored materials and excessive debris. You agree to provide a safe work place for our personnel, and to remove any hazardous materials in accordance with applicable laws and regulations.

DECLARATION

We shall not be liable for any loss, damage, or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, labor disputes, fire explosion, theft, floods, water, weather, earthquake, riot, civil commotion, war, vandalism, misuse, abuse, malicious mischief or acts of God.

In the event an outside Independent Inspector is required, it would be the owner's responsibility.

Under no circumstances shall we be liable for any indirect, special or consequential damage of any kind including, but not limited to, fines or penalties, loss of profits, loss of rents, loss of good will, loss of business opportunity, additional financing costs, or loss or use of any equipment or property, whether in contract, tort, including negligence, warranty or otherwise.

PAYMENTS

Payments shall be made on a minimum *QUARTERLY* basis, due on the first day of each such billing period, beginning on the Commencement Date.

You will also pay, in addition to the Contract Price, any tax (including but not limited to sales, use or excise tax) imposed on us, our suppliers or you by any existing or future law, statute, court decision, rule or regulation in connection with services to be provided hereunder or the installation or replacement of any parts or materials by us hereunder.

The contract price will be adjusted progressively yearly. The price increase will be 5%.

Initial _____

TERMS

This agreement shall be for a term of Five (5) years commencing at 12:01 midnight on _____ and ending at 12:00 midnight on _____. This agreement shall be renewed automatically for additional term of three (3) years unless terminated by written notice by either party, mailed and post marked at least ninety (90) days prior to the end of the term or any renewal thereof. If customer terminates the contract for any reason prior to its expiration, Great Lakes Elevator reserves the right to assess an Early Termination Fee.

PRICE PER QUARTER

\$350.00 Per Quarter

**24-hour Emergency phone #517-655-7416
(Please report all service issues to this number)*



530 E. Grand River Rd.
Williamston, MI 48895
Phone: 517-655-5400
Fax: 517-655-5461
Email: info@glelevators.com

Accepted by (Authorized Building Rep.)

Accepted by (Authorized Great Lakes Elevator Rep.)

Signature

Signature

Title

Title

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: Erik J. Wilson, City Manager
Subject: Outstanding Issues – Mill Demolition
Date: 10-7-22

The Council packet contains information about two outstanding issues related to the mill demolition project – final lien waivers and roof warranty.

The final payment request submitted to the City from Melching included final lien waivers for all sub-contractors except for Division 7. Division 7 is the roofing subcontractor Melching hired. To briefly summarize a somewhat complicated issue, Division 7 is stating Melching owes them \$11,206.76 (to separate invoices) for work not paid for. Conversely, when Melching submitted its final invoice to the City, the City debited Melching \$15,000 related to bricks that were damaged when the roof was completed. Both contractors believed they are owed money from each other.

Until this issue is resolved, the City will not receive a final lien waiver from Division 7 or final warranty work related to the roof work. I would like permission from City Council to collaborate with our City Attorney to resolve this issue which could include paying Division 7 for the outstanding invoices totaling \$11,206.76. The proceeds would come out of the liquidated damages the City obtained from Melching.

Erik Wilson

From: Erik Wilson
Sent: Tuesday, October 4, 2022 9:24 AM
To: Brandon Murphy (Brandonmurphy@melchingdemo.com)
Subject: Div. 7 - Outstanding Invoice
Attachments: INV#11745.pdf; INV#2855.pdf; Re: Waiver - Plainwell Paper Final - Division 7 Roofing

Hi Brandon,

Can you provide me with a statement on these invoices (separately). I think you said one was for anchors and the other was for work we did not request? Also, are these both part of the grant portion of the project or the asbestos encapsulation?

Thanks...

NO ANSWER YET -

Erik J. Wilson, Manager
City of Plainwell
211 N. Main Street
Plainwell, Michigan 49080
269-685-6821

CONFIDENTIALITY: Pursuant to the Electronic Communications Privacy Act of 1986, 18 U.S.C. Sec. 2510, et seq. (the "ECPA"), notice is given that the information or documents in this electronic message are legally privileged and confidential information, intended only for the use of the individual or entity to whom it is sent. If you are not the intended recipient, please be aware that any disclosure, distribution, use or copying of the contents of this message is prohibited. If you have received this message in error, notify the sender immediately by return mail. Thank you.

The City of Plainwell is an equal opportunity provider and employer

Erik Wilson

From: Brandon Grozier <brandon.grozier@d7bci.com>
Sent: Thursday, July 14, 2022 4:28 PM
To: Janet Woodring; Breanna Klaassen
Cc: Lori Drozd
Subject: Re: Waiver - Plainwell Paper Final - Division 7 Roofing

Hi Janet,

Final waivers will be provided once payment in full for all work performed has been received. Division 7 will not provide any further releases (partial, full, conditional, or unconditional) until payment in full because the historical payment performance of this project presents a material risk to Division 7.

Regards,

Brandon Grozier

From: Janet Woodring <janetwoodring@melchingdemo.com>
Sent: Thursday, July 14, 2022 3:55:10 PM
To: Breanna Klaassen <breanna.klaassen@d7bci.com>; Brandon Grozier <brandon.grozier@d7bci.com>
Cc: Lori Drozd <lori.drozd@d7bci.com>
Subject: RE: Waiver - Plainwell Paper Final - Division 7 Roofing

Good afternoon

I have not recived the final waivers that were sent over to you. City of Plainwell is waiting on them. If you could get them processed and returned it would be appreciated.

Janet Woodring

Office Administrator
616-837-1214



From: Breanna Klaassen <breanna.klaassen@d7bci.com>
Sent: Tuesday, June 21, 2022 10:59 AM
To: Brandon Grozier <brandon.grozier@d7bci.com>
Cc: Lori Drozd <lori.drozd@d7bci.com>; Janet Woodring <janetwoodring@melchingdemo.com>
Subject: Fwd: Waiver - Plainwell Paper Final - Division 7 Roofing

Janet is looking for the signed waivers.

Thank you
Breanna

(Acknowledgment by Surety)

STATE OF MICHIGAN)
)
COUNTY OF MUSKEGON) ss.:

Party Waiving Lien - Name Division 7 Building Contractors
- Address 8179 Neptune Dr Kalamazoo MI 49009

Role (Check One): CONTRACTOR Supplier Subcontractor
 Laborer Other _____

Payment Received From - Name Melching Inc

Description of Services Roofing for Plainwell Paper Project - 180 Michigan Ave Plainwell MI - Parcel 55-030-076-01

Accumulated Payment Amount \$ 67,732.73

Upon actual receipt of the stated accumulated payment amount as consideration and satisfaction for furnishing material, labor or services in connection with the named premises location the undersigned, being duly authorized by the party waiving the Lien, by signing this Partial Waiver of Lien does waive, surrender and release any and all Lien, claim or right of Lien (asserted or unasserted) to the date of this Partial Waiver of Lien.

The undersigned covenants that any and all documents requested by the OWNER to effectuate this Partial Waiver of Lien shall be executed.

AUTHORIZED PERSON

Signature *Brandon Grazier*
Name (Print or Type) Brandon Grazier
Capacity (Print or Type) UP
Date 4/25/2012
Email Breanna Klaassen <breanna.klaassen@d7bci.com>>

DIVISION 7 BUILDING CONTRACTORS
 8179 Neptune Dr
 Kalamazoo, MI 49009
 +1 8663776634
 www.d7bci.com

Invoice 11745



BILL TO
 Melching Demolition

DATE 09/17/2021	PLEASE PAY \$2,095.20	DUE DATE 10/17/2021
---------------------------	---------------------------------	-------------------------------

PROJECT NAME
 Plainwell Papermill

AUTHORIZATION
 Job#2289664 Restoration

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	General Project/Field Services - Direct	Project Labor / Field Work for Commercial Roof Systems - AIA G703 Lines 1-11	1	23,456.52	23,456.52
	Shipping, Freight & Delivery	Incurred Logistical Fees relating to Project Materials - AIA G703 Line 15	1		0.00
	General Project Materials	Project Materials for Commercial Roof Systems - AIA G703 Lines 16-25	1		0.00
	General Project Equipment - Direct	Project Equipment for Field Services & Related Work - AIA G703 Line 28	1		0.00
	General Project Equipment - Indirect	Project Equipment for Field Services & Related Work - AIA G703 Line 29	1	0.00	0.00
	Manufacturer Total System Warranty	Total System Warranty, No Dollar Limit - AIA G703 Line 32	1	0.00	0.00
	Change Order Materials	Materials for Project Change Order(s)	1	2,095.20	2,095.20

AIA Application 3 Contract 1 Restoration
 Period To September 20, 2021.
 Application for Payment on Contract.
 See AIA G702, 703 & Sworn Statement for Detail.

PAYMENT 23,456.52

TOTAL DUE **\$2,095.20**

THANK YOU.



8179 Neptune Dr
 Kalamazoo, MI 49009
 (269) 388-7428 / (616) 676-6856
 dispatch@d7bci.com

Invoice

DATE	05/12/2022
INVOICE#	2855
TERMS	NET 30
DUE DATE	06/11/2022

BILL TO
Melching Demolition Inc 16942 Woodlane Nunica, MI 49448

SERVICE LOCATION
Plainwell Paper Mill 200 Allegan St Plainwell, MI 49080

JOB#	DATE	PO/REF#	DESCRIPTION
25194	04/18/2022		
Completion Notes: Completed 4-25-2022			

Call Date: 05/03/2022

Job Charges	Qty	Rate	Total
Repair Services - Regular Rate			
Commercial Roof Repair Services - Hourly Labor Regular Rate	66.00	\$68.00	\$4,488.00
M-1 Commercial Caulk - Black - per tube	1.00	\$14.35	\$14.35
Fire, Black Lap Sealant - Per Tube	3.00	\$12.15	\$36.45
Fire, EPDM QS Flashing 5" per Foot	18.00	\$3.75	\$67.50
AP Fasteners - 2 1/2"	330.00	\$0.15	\$49.50
2" Metal Seam Fastening Plates per piece	90.00	\$0.25	\$22.50
Termination Bar - Flat or Beveled, per Foot	190.00	\$3.46	\$657.40
Wall Driver	45.00	\$0.15	\$6.75
Membrane - EPDM - 60-Mil Reinforced Carlisle Black per SF	500.00	\$1.24	\$620.00
Primer, Firestone EPDM QuickPrime Plus, Per Gallon	0.50	\$63.75	\$31.88
CAV-Grip III Compressed Adhesive, per Tank	0.50	\$791.01	\$395.51
Job Subtotal			\$6,389.83
Shop Supplies		3.00%	\$191.70
Crane - 60' Articulating Boom cahrge		\$1,281.54	\$1,281.54
24 Ga. Metal fascia - Matte black		\$1,248.48	\$1,248.48
Job Total			\$9,111.56

PRE-WORK SIGNATURE

POST-WORK SIGNATURE

Signed By:

Signed By:

CUSTOMER MESSAGE

Invoice Total:	\$9,111.56
Deposits (-):	\$0.00
Payments (-):	\$0.00
Total Due:	\$9,111.56

Erik Wilson

From: Breanna Klaassen <breanna.klaassen@d7bci.com>
Sent: Wednesday, September 28, 2022 9:26 AM
To: Erik Wilson
Cc: Lori Drozd
Subject: RE: Plainwell

CAUTION: External Email

Erik,
I can do my best to answer your questions about the invoices. About your warranty. Yes, we have a warranty but will not send until we have been paid in full.

Thank you

Breanna Klaassen
Accounting Specialist
www.d7bci.com
(269)388-7428



From: Erik Wilson <EWilson@plainwell.org>
Sent: Tuesday, September 27, 2022 12:37 PM
To: Breanna Klaassen <breanna.klaassen@d7bci.com>
Cc: Lori Drozd <lori.drozd@d7bci.com>
Subject: RE: Plainwell

Sorry...once more question. It looks like we were issued a "provisional" warranty (see attached). Will or has something else been issued?

Erik J. Wilson, Manager
City of Plainwell
211 N. Main Street
Plainwell, Michigan 49080
269-685-6821

CONFIDENTIALITY: Pursuant to the Electronic Communications Privacy Act of 1986, 18 U.S.C. Sec. 2510, et seq. (the "ECPA"), notice is given that the information or documents in this electronic message are legally privileged and confidential information, intended only for the use of the individual or entity to whom it is sent. If you are not the intended recipient, please be aware that any disclosure, distribution, use or copying of the contents of this message is prohibited. If you have received this message in error, notify the sender immediately by return mail. Thank you.

PROVISIONAL WARRANTY GUARANTEE

MELCHING PROJECT NUMBER: 2289664
PROJECT NAME: Plainwell Paper Mill
LOCATION: 211 North Main Street, Plainwell, MI 49080
CONTRACTOR: Division 7 Building Contractors, Inc., 8179 Neptune Drive, Kalamazoo, MI 49009
CONTRACT FOR: Membrane Roofing

We hereby certify that:

- a) We have completed our contract in conformity with the intent of the proposal and have made no substitutions in materials except as authorized by the Construction Manager.
- b) Without cost to the Owner, we will return to the project and commence work within five (5) working days (weather permitting) of receipt of written notification from the Owner and will provide all necessary labor, equipment, and materials to repair or correct any defective materials or inferior workmanship furnished or performed under contract.
- c) This guarantee of our work shall be in effect as follows:
 - Firestone Project Number: pending Firestone System restoration
 - Membrane Roof Installation
 - Effective: pending Firestone system restoration
 - Expiration: pending Firestone system restoration
 - Underwritten by Firestone Building Products
- d) We hereby certify that all payrolls, material bills, and other indebtedness connected with the work on the subject project have been paid in full.
- e) This guarantee is subject to the standard terms and conditions of the manufacturer warranty regarding exclusions (such as Acts of God, Damage due to insurable risks such as fire, Terrorism, etc.).

SIGNED



PRINTED

Brandon Grozier

TITLE

Vice President

DATE

5/3/2022

Provisional Warranty
WC 7.5 – Membrane Roofing



April 20, 2022

Mr. Jim Greenfield
Melching, Inc. f/b/o Plainwell Paper Mill
3662 Airline Road, Norton Shores, MI 49444

Re: Plainwell Paper Mill Warranty

Brandon Grozier, Vice President
Division 7 Building Contractors, Inc.
8179 Neptune Drive, Kalamazoo, MI 49009

Dear Jim,

Based on the construction of the facilities, the manufacturer of the implemented roof system (Firestone Building Products) combined the Building X & Building Y under a single warranty contract.

Division 7 has fully completed the scope of work under contract for the Plainwell Papermill. Firestone Building Products was recently acquired by LaFarge Holcim and also suffered a major cyberattack. These two developments have disrupted both people and systems, resulting in a loss of data by Firestone, and made their warranty and inspection systems inaccessible for both internal Firestone personnel and licenses applicators worldwide. Further, our understanding is there is only one inspector out of the Detroit area serving the entire state and all licensed applicators. The warranty inspection has been requested, however the final warranty certificates won't be issued until a Firestone inspector is able to visit the site.

Until that time, Division 7 will furnish and honor the same warranty terms from the Manufacturer, including both labor and materials, for any defects in product or workmanship. The exceptions to this coverage include damage caused by others or Acts of God where building insurance would normally apply, as defined in the warranty terms.

This commitment is intended to furnish the City with warranty coverage that matches the warranty terms issued by the manufacturer until the manufacturer issues their warranty certificates upon final inspection of the buildings. We have requested a provisional warranty certificate from Firestone due to the delays from system and personnel issues and will pass that along once/if received.

Enclosed, please find confirmation from Firestone's warranty portal that the warranty fees have been paid and inspection has been requested.

Sincerely,

Brandon Grozier, Vice President

Investment Activity Report



“The Island City”

City of Plainwell

Investment Portfolio Detail - Unaudited

at: 09/30/2022

Brian Kelley, City Treasurer

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

Insert Signature:

Brian Kelley

Digitally signed by Brian Kelley
Date: 2022.10.03 19:09:55 -04'00'

	Investment Type	CUSIP	Principal Purchase	Institution or Bank	Contact Name and Number	Purchase Date	Maturity Date	Yield	Remaining Days to Maturity
1	Pooled Investment*	N/A	\$717,555	Michigan Class	Jeff Anderson - 616.244.9376	03/28/2016		2.59%	
2	730-Day CD	N/A	\$249,367	Grand River Bank	Christy Vierzen - 616.259.1322	06/10/2022	06/09/2024	2.75%	618
3	365-Day CD	N/A	\$84,557	First National Bank	Doug Johnson - 616.538.6040	11/16/2021	11/16/2022	0.65%	47
4	435-Day CD	N/A	\$63,230	First National Bank	Doug Johnson - 616.538.6040	01/25/2022	04/05/2023	0.65%	187
5	365-Day CD	N/A	\$198,954	First National Bank	Doug Johnson - 616.538.6040	09/27/2022	09/27/2023	3.21%	362
6	365-Day CD	N/A	\$250,000	Flagstar Bank	Lisa Powell - 616.285.2263	09/29/2022	09/29/2023	3.50%	364
7									
8									
9									
10									
11									
12									
13									
14									
15									

Total Investments: \$1,563,664.30

Average Yield: 2.22%

Cash Activity for the Month

Cash, beginning of month: \$3,659,464.20

Cash, end of month: \$3,155,325.62

Erik J. Wilson, City Manager

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

Insert Signature:

Erik Wilson

Digitally signed by Erik Wilson
Date: 2022.10.07 15:48:48 -04'00'

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

CITY OF PLAINWELL

ESTIMATED CASH BALANCE/FUND BALANCE REPORT

MONTH ENDED: **9/30/2022**

% OF FISCAL YEAR: **25.21%**

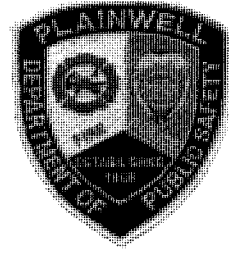
FUND	AUDITED FIGURES AS OF MOST RECENT AUDIT *		CURRENT YEAR PERFORMANCE - UNAUDITED ***		ESTIMATED FUND BALANCE (AUDIT FB + ACT REV - ACT EXP)	TOTAL RECONCILED CASH AND INVESTED FUNDS	CURRENT YEAR AMENDED BUDGET EXP	EXPENSE BUDGET USED
	CASH AND INVESTED FUNDS BALANCE	FUND BALANCE	ACTUAL REVENUE YTD - CASH BASIS	ACTUAL EXPENSE YTD - CASH BASIS				
	General	337,667	330,417	1,292,712				
Major Streets	234,209	274,809	36,029	92,444	218,394	197,917	967,238	9.56%
Local Streets	75,875	64,075	50,458	154,702	(40,169)	245,370	544,615	28.41%
Solid Waste	31,091	29,687	180,415	33,856	176,246	178,074	226,638	14.94%
Brownfield BRA	23,033	(799,236)	48,893	53,552	(803,895)	426,150	189,884	28.20%
Tax Increment TIFA	103,923	101,545	64	16,497	85,113	107,014	69,005	23.91%
Downtown DDA	72,621	68,680	58,330	11,921	115,089	136,277	74,395	16.02%
Stimulus Fund ARPA	-	-	1,372	-	1,372	399,259	398,591	0.00%
Revolving Loan	42,403	61,024	5,046	-	66,070	16,608	10,000	0.00%
Capital Improvement	38,234	38,234	92,412	21,794	108,852	120,023	110,869	19.66%
Fire Reserve	86,918	86,918	92,504	24,108	155,314	169,359	120,765	19.96%
Airport	37,715	43,312	32,613	32,289	43,636	36,819	80,749	39.99%
Sewer	1,021,220	949,439	383,558	432,097	900,900	1,015,827	1,608,797	26.86%
Water	199,743	141,658	264,739	217,268	189,128	327,480	1,366,641	15.90%
Motor Pool / Equipment	170,438	158,708	85,392	72,494	171,606	52,063	297,887	24.34%
OPEB**	78,206	78,431	10,295	9,046	79,679	77,457	48,725	18.57%
	2,553,296	1,627,701	2,634,832	1,769,354	2,493,179	4,718,990	9,367,235	18.89%

* - Amounts taken from audited financial statements as of June 30, 2021

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

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

Erik J. Wilson, City Manager	Brian Kelley, City Treasurer
I verify that I have reviewed the revenue and expenditure financial summary attributed to my department and to the best of my knowledge the report is accurate.	I verify that I have reviewed the revenue and expenditure financial summary attributed to my department and to the best of my knowledge the report is accurate.
Insert Signature: Erik Wilson <small>Digitally signed by Erik Wilson Date: 2022.10.07 15:49:02 -04'00'</small>	Insert Signature: Brian Kelley <small>Digitally signed by Brian Kelley Date: 2022.10.03 19:10:41 -04'00'</small>



PLAINWELL PUBLIC SAFETY

Police, Fire and Medical First Responder Services

MONTHLY REPORT

September 2022

Prepared by Director Kevin Callahan

Plainwell Department of Public Safety

Scheduled Hours By Activity for September 2022

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

724

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

Totals of all the below mentioned areas.

HOURS SPENT INVESTIGATING OR HANDLING CRIMINAL COMPLAINTS

48

6.59%

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

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

HOURS SPENT INVESTIGATING OR HANDLING NON-CRIMINAL COMPLAINTS

200

27.56%

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

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

HOURS SPENT ON SUPPORT OR PERIPHERAL ACTIVITIES

250

34.47%

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

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

TOTAL UNOBLIGATED PATROL HOURS

227

31.39%

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

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

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

497

68.61%

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 September 2022

ARRESTS

CUSTODIAL ARRESTS	9	An individual taken into custody for a criminal offense and jailed for that offense.
ARREST COUNTS	10	Criminal complaints or cases cleared by the custodial arrest or issuance of a warrant(s).

TRAFFIC ENFORCEMENT & CITATIONS

HAZARDOUS CITATIONS	7	Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)
NON-HAZARDOUS CITATIONS	6	Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)
DRUNK DRIVING CITATIONS	1	This is an activity that we specifically monitor that would normally be considered a hazardous citation.
PARKING CITATIONS	0	Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.
VERBAL WARNINGS	6	Traffic enforcement where no citation was issued but warnings were given.
TOTAL TRAFFIC CITATIONS/WARNINGS	20	

COMPLAINTS

ORIGINAL DISPATCH COMPLAINTS	214	Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.
PATROL INITIATED COMPLAINTS	6	Complaints observed by the officer while on patrol or came to their attention by personal observation.
TOTAL COMPLAINTS	220	

OTHER ACTIVITIES

MOTORISTS ASSISTS	6	Motorist contacts caused by mechanical breakdown or similar problem.
PROPERTY INSPECTIONS	0	Checks of homes or business specifically requested by a home or business owner.
MOTOR VEHICLE ACCIDENTS	4	Total motor vehicle accidents both on public roads or private property.
COMMERCIAL BUILDING SECURITY CHECK	1,321	Nightly security inspections of business' conducted by officers to assure windows and doors are locked.
FOUND UNSECURED	0	The number of business' found unlocked or unsecured.

Classification of Crimes Reported

File Class	CRIMES AGAINST PERSON	September	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	0	9
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	0	36
PROPERTY CRIMES			
2000	Arson	0	1
2100	Extortion	0	0
2200	Burglary	0	6
2300	Larceny	0	39
2400	Motor Vehicle Theft	0	3
2500	Forgery/Counterfeiting	0	0
2600	Fraudulent Activities	0	21
2700	Embezzlement	0	0
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	0	8
3500	Violation of Controlled Substances Act	0	7
MORALS/DECENCY CRIMES			
3600	Sex Offenses (Other than Sexual Assault)	0	0
3700	Obscenity	0	3
3800	Family Offenses	0	5
4100	Liquor Violations	0	4
PUBLIC ORDER CRIMES			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	0
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	0	1
5000	Obstructing Justice	0	19
5200	Weapons Offenses	0	5
5300	Public Peace	0	40
5400	Traffic Investigations - Any Criminal Traffic Complaints	0	16
5500	Health and Safety	0	67
5600	Civil Rights	0	0
5700	Invasion of Privacy	0	1
6200	Conservation Law Violation	0	0
7300	Miscellaneous Criminal Offense	0	6
GENERAL NON-CRIMINAL			
9100	Juvenile/Minor/School Complaints	0	23
9200	Civil Custody	0	98
9300	Traffic Non-Criminal (Reports Only - Does not include Citations Issued)	0	52
9400	False Alarm Activation	0	48
9500	Fires (Other than Arson)	0	9
9700	Accidents, All Other	0	59
9800	Inspections, Unfounded FIRS	0	0
9900	General Assistance (All Except Other Police Agencies)	0	530
9911 & 9912	General Assistance (Other Police Agencies)	0	518
FIRS	Medical First Responder	0	228



September Reports for Plainwell Department of Public Safety

PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION

The Plainwell Department of Public Safety was dispatched to ___ 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
9/01/2022	06:37	06:41	691 W. Bridge St.	Fire Alarm	Investigate	C6	2	0
9/05/2022	14:06	14:13	326 E. Plainwell St.	Medical	Provide emergency medical services	S62	1	4
9/06/2022	12:06	12:14	455 10 th St.	Fire Alarm	Investigate	E11, C5, C6	3	4
9/18/2022	12:27	12:37	540 E. Hammond	Structure Fire	Assist OFD with manpower	E17, T63,	2	3

Calls for Service at Plainwell Schools

Plainwell High School: 5
684 Starr Road

Gilkey School: 3
707 S. Woodhams Street

Plainwell Middle School: 5
720 Brigham Street

Starr Elementary: 4
601 School Drive

Early Childhood Development: 0
307 E. Plainwell Street

Renaissance School: 1
798 E. Bridge Street

Admin, Maintenance & Bus Garage: 0
600 School Drive

Ordinance Violations

There were 8 ordinance violations for the month of September. 1 Ordinance Citation was issued. One fine for False Alarms was issued. One fine for long grass was issued. 4 letters regarding yard parking/ trailer and camper storage was sent. Of those 4 letters, one was a second notice. One letter for long grass sent. There are 3 unresolved violations for September.

10/06/2022

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
INVOICE ENTRY DATES 09/23/2022 - 10/06/2022
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
000004	PLAINWELL AUTO SUPPLY INC		
	670829	DPS - CAR #4 BATTERY	163.99
	671282	DPW - OIL CHANGE & HEADLIGHT SWITCH TRUCK #18	222.18
	671350	DPW - AIR FILTER FOR TRUCK #18 AB	30.27
	671362	DPW - CIRCUIT TESTER/SHOP TOOLS WK	67.77
	671363	DPW - GREASE GUN/GREASE MISC SHOP SUPPLIES AS	157.27
	672122	DPW - VACUUM PUMP #17 AB	187.29
	672215	DPW - OIL FILTER #17 AS	36.51
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			865.28
000009	CONSUMERS ENERGY		
	08/05/2022.	August 2022 Energy Bill	5,634.66
	202520422515	WR - UTILITIES ELECTRIC SERVICE 08/13 - 09/13/2022	7,014.15
	206346798143	WR - CUSHMAN ELEC SERVICE 8/23 - 9/20/2022	338.74
	206346813760	SEPTEMBER ELECTRICITY LED LIGHTS	1,033.95
	206880527428	SEPTMEBER ELECTRICITY 934 INDUSTRIAL PKWY	2.09
	206880527434	SEPTEMBER ELECTRICITY TRAFFIC LIGHTS	47.72
	206969444357	SEPTEMBER ELECTRIC STREET LIGHTS	73.73
TOTAL FOR: CONSUMERS ENERGY			14,145.04
000010	RIDDERMAN & SONS OIL CO INC		
	156880	DPW - 384GL DIESEL 30-#2 DYED	1,432.57
	156881	DPW - 253GL GASOLINE 5-87 REG 10% EHTANOL	887.35
	70033	WR - SYNCON GEAR OIL 2 - 35LB PAILS BP	212.12
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			2,532.04
000011	SHOPPERS GUIDE INC		
	2022.09	HYDRANT FLUSHING & CHRIS HAAS APPLICATIONS	118.14
TOTAL FOR: SHOPPERS GUIDE INC			118.14
000034	VERIZON		
	9916044937	DPW/WR - VERIZON ONE TALK	223.00
	9916559763	CITY WIDE CELL SERVICE 8/24 - 9/23/2022	994.25
	9916559764	EOC-DPS PHONES 8/24 - 9/23/2022	152.40
TOTAL FOR: VERIZON			1,369.65
000039	A-1 RENT ALL		

	22839-1	DPW - STUMP GRINDER AB	265.00
TOTAL FOR: A-1 RENT ALL			265.00
000079	ALLEGAN COUNTY NEWS		
	6632	PUBLICATIONS SEPTEMBER 2022	580.00
TOTAL FOR: ALLEGAN COUNTY NEWS			580.00
000087	BILL G BOMAR		
	2022.10	RETIREE HEALTH PREMIUM OCTOBER 2022 BOMAR	500.00
TOTAL FOR: BILL G BOMAR			500.00
000092	EMERGENCY MEDICAL PRODUCTS INC		
	2483419	DPS - MEDICAL SUPPLIES KC	345.50
	2483421	DPS - MEDICAL SUPPLIES KC	748.54
	2483838	DPS - MEDICAL SUPPLIES KC	10.50
TOTAL FOR: EMERGENCY MEDICAL PRODUCTS INC			1,104.54
000131	KEVIN CHRISTENSEN		
	2022.10	RETIREE PREMIUMS OCTOBER 22 CHRISTENSEN	193.10
TOTAL FOR: KEVIN CHRISTENSEN			193.10
000134	HAROLD ZIEGLER FORD		
	325094	DPS - OIL CHANGE/SERVICE 2021 TAHOE	52.75
TOTAL FOR: HAROLD ZIEGLER FORD			52.75
000153	FLEIS & VANDENBRINK INC		
	63621	DPW - WELLHEAD PROTECTION CONTAMINATION REP	657.50
	63628	ADMIN - DWAM GRANT PRO SERVICES 7/31 - 8/27/2022	1,986.50
	63653	DWAM GRANT SERVICES RENDERED 8/28 - 10/1/2022	3,757.75
TOTAL FOR: FLEIS & VANDENBRINK INC			6,401.75
000164	ETNA SUPPLY CO INC		
	S104521852.003	DPW - OMNI+ T2 4' METER (1)	2,585.00
TOTAL FOR: ETNA SUPPLY CO INC			2,585.00
000356	LOCK MASTER SECURITY LLC		
	11460	DPW - BATTERIES(3) & SERVICE FOR ACCESS SYSTEM	145.00
TOTAL FOR: LOCK MASTER SECURITY LLC			145.00
000531	CUMMINS SALES AND SERVICE		
	S3-55541	WR - CUSHMAN BATTERY & FILTER BP	413.88
TOTAL FOR: CUMMINS SALES AND SERVICE			413.88
000581	FADER EQUIPMENT INC		
	09/01/2022	Adapter & broom - small tools DPW	84.40

TOTAL FOR: FADER EQUIPMENT INC			84.40
000897	SHERWIN WILLIAMS 2979-4	DPW - AIRPORT 15 - 5GAL PAINT DR	655.35
TOTAL FOR: SHERWIN WILLIAMS			655.35
000947	WYOMING ASPHALT PAVING INC. 2022-575	DPW - PAVING AT SUNSET, ANDERSON, N MAIN	4,382.97
TOTAL FOR: WYOMING ASPHALT PAVING INC.			4,382.97
001041	TELE-RAD INC 907926	DPS - BATTERIES FOR FIRE PAGERS KC	111.60
TOTAL FOR: TELE-RAD INC			111.60
001112	WATER ENVIRONMENT FEDERATION 09/12/2022	WR training class KB	375.00
TOTAL FOR: WATER ENVIRONMENT FEDERATION			375.00
001331	DON REEVES 2022.09.23	DPW - 2022/2023 JEAN ALLOWANCE DR	133.49
TOTAL FOR: DON REEVES			133.49
001748	REPUBLIC SERVICES 0249-007628895 0249-007629242	DPW - WASTE/RECYCLE OCTOBER 2022 WR - TWO WASTE CONTAINERS OCTOBER 2022	246.80 234.00
TOTAL FOR: REPUBLIC SERVICES			480.80
001854	MODEL FIRST AID 00000131300	DPW - EAR PLUGS	52.36
TOTAL FOR: MODEL FIRST AID			52.36
001925	CENTURYLINK 612256974	DPS - LONG DISTANCE SEPTEMBER 2022	0.39
TOTAL FOR: CENTURYLINK			0.39
002091	ABONMARCHE CONSULTANTS, INC. 142511	CDBG GRANT ADMINISTRATOR SERVICES AUGUST 202	675.00
TOTAL FOR: ABONMARCHE CONSULTANTS, INC.			675.00
002116	CHARTER COMMUNICATIONS 0005188100122 0014163091922	DPW/WR INTERNET OCTOBER 2022 DPS - PHONE/INTERNET/TV SERVICE 09/19 TO 10/18/20	139.98 468.21
TOTAL FOR: CHARTER COMMUNICATIONS			608.19
002149	DONNIE'S AUTO REPAIR		

	2022.09.29	DPW - LAWN CARE TRAILER - 2 TIRES MOUNTED AS	230.00
	2022.10.04	DPS - IGNITION COIL/PLUGS P1 2018 FORD EXP JV	124.73
TOTAL FOR: DONNIE'S AUTO REPAIR			354.73

002219	CLARK TECHNICAL SERVICES		
	300	CITY WIDE IT SUPPORT SEPTEMBER 2022	952.50
TOTAL FOR: CLARK TECHNICAL SERVICES			952.50

002281	HOME DEPOT		
	1023803	DPW - CONCRETE FOR GAZIBO PAD	134.24
	2022568	DPW - GARBAGE CORRAL BARBED WIRE DR	171.31
	2022595	DPW - HICKS PARK LAWN HYDRANT WK	56.59
	2625766	DPW - GARBAGE CORRAL BARBED WIRE DR	35.55
	3022498	WR - CLARIFIER WALL REPAIR BP	88.90
	5023403	DPW - MILL WINDOWS AB	584.78
	6023308	DPW - MILL WINDOWS JF	51.35
TOTAL FOR: HOME DEPOT			1,122.72

002323	BELLE TIRE		
	39766343	DPS - TIRES & ALIGNMENT #2 2019 IMPALA JV	1,093.95
TOTAL FOR: BELLE TIRE			1,093.95

002371	RENEWED EARTH INC		
	30835	DPW - 16 YARD BLEND FOR STUMPS & SIDEWALKS	396.00
	30856	DPW - OCTOBER 2022 COMPOST SITE MNGT	1,250.00
TOTAL FOR: RENEWED EARTH INC			1,646.00

002402	STEENSMA LAWN & POWER EQUIPMENT		
	969810	DPW - PARTS FOR WEED WHIP MAINTENANCE AS	12.33
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			12.33

002476	AARON BIRD		
	2022.09.27	DPW - 2022/2023 JEANS ALLOWANCE AB	210.00
TOTAL FOR: AARON BIRD			210.00

002478	ENGINEERED PROTECTION SYSTEMS INC		
	S495741	DPS - NOTIFIER SYSTEM BATTERY REPLACEMENT	239.36
TOTAL FOR: ENGINEERED PROTECTION SYSTEMS INC			239.36

002527	COPS HEALTH TRUST		
	OCTOBER 22	OCTOBER 2022 MEDICAL & DENTAL PREMIUMS	1,761.57
TOTAL FOR: COPS HEALTH TRUST			1,761.57

002591	WADE KEYZER		
	2022.09.21	DPW - 2022/2023 JEAN ALLOWANCE WK	139.47

TOTAL FOR: WADE KEYZER			139.47
002618	KIM BROWN		
	2022.09.21	WR - 2022/2023 JEAN ALLOWANCE 3 PAIRS KB	90.00
TOTAL FOR: KIM BROWN			90.00
002650	FUEL MANAGEMENT SYSTEM		
	174649	DPS - FUEL/DIESEL FOR POLICE & FIRE 9/16 - 9/30/2022	961.15
TOTAL FOR: FUEL MANAGEMENT SYSTEM			961.15
002658	BEAVER RESEARCH COMPANY		
	0348941-IN	DPW - WAX/DEGREASER SHOP EQUIPMENT RN	680.00
TOTAL FOR: BEAVER RESEARCH COMPANY			680.00
002703	CONTINENTAL LINEN SERVICES INC		
	3403760	DPW - RUGS & UNIFORMS	58.50
	3403761	WR - RUGS & UNIFORMS	29.43
	3409637	DPW - RUGS & UNIFORMS	32.49
	3409638	WR - UNIFORMS	13.35
TOTAL FOR: CONTINENTAL LINEN SERVICES INC			133.77
002787	ESPER ELECTRIC		
	28682	DPW - WELL #7 GENERATOR CONNECT ELECTRICAL	4,586.00
	28828	CRISPE - AIR COMPRESSOR REPAIR	198.73
TOTAL FOR: ESPER ELECTRIC			4,784.73
003048	ANGELA DOSTER		
	2022.09.19	DPS - TRAVEL EXPENSE A. DOSTER	191.88
TOTAL FOR: ANGELA DOSTER			191.88
003074	OIK INDUSTRIES		
	57110	WR - STAIRS AND HANDRAIL COMP BP	4,742.00
TOTAL FOR: OIK INDUSTRIES			4,742.00
004206	MADISON NATIONAL LIFE INSURANCE CO		
	1520437	OCTOBER 2022 LIFE INSURANCE PREMIUM	103.70
TOTAL FOR: MADISON NATIONAL LIFE INSURANCE CO			103.70
004785	PRIORITY HEALTH		
	222590001935	OCTOBER 2022 HEALTH INSURANCE PREMIUMS	22,762.37
TOTAL FOR: PRIORITY HEALTH			22,762.37
004794	UNITED HEALTHCARE INSURANCE COMPANY		
	2022.10TOWN	RETIREE HEALTH INSURANCE OCTOBER 2022 - TOWN	253.59
	2022.10WHIT	RETIREE HEALTH INSURANCE OCTOBER 2022 - WHITNE	261.50

TOTAL FOR: UNITED HEALTHCARE INSURANCE COMPANY			515.09
004796	SILVERSCRIPT INSURANCE COMPANY		
	2022.10TOWN	RETIREE PRESCRIPTION COVERAGE OCTOBER 2022 - TC	26.60
	2022.10WHIT	RETIREE PRESCRIPTION COVERAGE OCTOBER 2022 - WI	26.60
TOTAL FOR: SILVERSCRIPT INSURANCE COMPANY			53.20
004803	ARROW ENERGY INC		
	138627	AIRPORT - FUEL	7,818.05
TOTAL FOR: ARROW ENERGY INC			7,818.05
004852	PACE ANALYTICAL SERVICES LLC		
	2250200148	WR - WATER TESTING	106.43
TOTAL FOR: PACE ANALYTICAL SERVICES LLC			106.43
004855	PLAINWELL ACE HARDWARE		
	11220	DPW - PROPANE FOR PULL PAVER WALNUT WOODS J	26.22
	11419	DPW - GARBAGE CORRAL JF	4.99
	11421	DPW - GARBAGE CORRAL WK	14.38
	11424	DPW - GARBAGE CORRAL DR	43.96
	11425	DPW - GARBAGE CORRAL DR	(19.98)
	11428	DPW - GARBAGE CORRAL PAINT DR	45.75
	11429	DPW - BLACK TRAILER REPAIR AB	30.24
	11430	DPW - OFFICE CHAIR REPAIR DR	6.59
	11432	DPW - KENYON PARK BATHROOM RL	22.99
	11443	DPW - STREET LIGHTS FOR BANNER ARMS DR	51.57
	11444	DPW - TRUCK 5 INVENTORY WK	19.98
	11446	DPW - BULB AND TOOLS/FASTENERS TRUCK #19	23.38
	11451	WR - SUPPLIES BP	25.58
	11458	DPW - QUIKRETE 60# MANHOLE REPAIR N MAIN ST AI	11.98
	11462	WR - SUPPLIES BP	45.57
	11463	DPW - PROPANE FOR PULL PAVER & AIRPORT - GLASS	186.60
	11465	DPW - PARTS TO REPAIR BANNER ARMS RL	66.97
	11466	DPW - PAVING SUPPLIES SUNSET RL	16.99
	11472	DPW - MILL WINDOW COVER AB	29.94
	11483	DPW - REPAIR BANNER ARMS DR	12.96
	11484	WR - PAINT SUPPLIES BP	86.08
	11485	DPW - MILL WINDOWS AB	30.36
	11488	DPW - PAINT SUPPLIES FOR GARBAGE CORRAL AND RI	30.29
	11489	DPW - EPOXY/SHOP SUPPLIES AB	15.18
	11491	WR - FASTERNERS FOR WELLHOUSE 7 WK	4.84
	11503	DPW - SHOVEL AB	49.99
	11510	DPW - MILL WINDOW PAINT AB	65.98
	11511	DPW - MILL WINDOWS AS	15.18
	11513	DPW - LIQUID NAILS AB	6.99

	11518	DPW - MILL WINDOWS & WORK GLOVES AB	207.96
	11524	DPW - CITY HALL SECURITY DR	46.15
TOTAL FOR: PLAINWELL ACE HARDWARE			1,225.66

004858	FERGUSON WATERWORKS		
	0155732	DPW - HYDRANT AND CURB BOXES, STOCK	4,874.74
	0164394	DPW - WATER MAIN BREAK S ANDERSON	818.55
TOTAL FOR: FERGUSON WATERWORKS			5,693.29

004879	WONDERLAND TIRE COMPANY		
	09/01/2022	2 tires & repair truck 7 DPW	1,057.43
TOTAL FOR: WONDERLAND TIRE COMPANY			1,057.43

004894	ASCENSION MI EMPLOYER SOLUTIONS		
	482249	WR & DPS EMPLOYEE PHYSICALS KB & RH	204.00
	483315	DPW - DOT PHYSICAL 2022 RN	88.00
TOTAL FOR: ASCENSION MI EMPLOYER SOLUTIONS			292.00

004895	ALTA EQUIPMENT COMPANY		
	09/01/2022	Pull paver parts DPW	190.90
TOTAL FOR: ALTA EQUIPMENT COMPANY			190.90

004907	F&V OPERATIONS AND RESOURCE MGMT		
	5031	WR - SERVICE 12TH ST LIFT STATION	1,486.00
TOTAL FOR: F&V OPERATIONS AND RESOURCE MGMT			1,486.00

004910	ON DUTY GEAR LLC		
	27949	DPS - BULLET PROOF VEST KC	1,010.00
TOTAL FOR: ON DUTY GEAR LLC			1,010.00

005012	UNITED BANK		
	2022.09.23	ACH FEE - PAYROLL DD PRENOTES	7.00
	2022.09.28	ACH FEES - CD INVESTMENT/TAX DISTRIBUTION/PR DIF	21.00
	2022.09.29	ACH FEE - OCT 1 PAYABLES	7.00
	2022.09.30	ACH FEE - NORTHSTAR CD INVESTMENT	7.00
	2022.10.03	ACH FEE - TAX DISTRIBUTION	7.00
TOTAL FOR: UNITED BANK			49.00

005023	VAIRKKO TECHNOLOGIES, LLC		
	20488	SEPTEMBER 2022 EMPLOYEE TRAINING CONTENT	67.80
	20489	SEPTEMBER 2022 EMPLOYEE TRAINING SOFTWARE	97.80
TOTAL FOR: VAIRKKO TECHNOLOGIES, LLC			165.60

005038	BARNES & THORNBURG LLP		
	3002798	ADMIN - LEGAL SERVICES AUGUST 2022	531.00

TOTAL FOR: BARNES & THORNBURG LLP			531.00
005040	US INTERNET		
	3484435	SECURANCE EMAIL FILTERING SERVICE 10/14-11/13/20	70.00
TOTAL FOR: US INTERNET			70.00
005047	STAPLES, INC.		
	3517812557	ADMIN - RECEIPT BOOK/OFFICE SUPPLIES JS	83.15
	3517812558	ADMIN - TRACKBALL MOUSE	27.49
	3517812559	DPW - COPY PAPER & TOWELS CP	110.38
	3518634368	ADMIN - CHAIR/MOUSE/INDEX AK	197.08
TOTAL FOR: STAPLES, INC.			418.10
005049	QUADIENT FINANCE USA		
	2022.09	ADMIN - CITY HALL POSTAGE & MSP SHIPMENT	1,003.76
TOTAL FOR: QUADIENT FINANCE USA			1,003.76
005064	R & R ASSESSING INC		
	2022.09.28	OCTOBER 2022 ASSESSING SERVICES	1,550.00
TOTAL FOR: R & R ASSESSING INC			1,550.00
005072	LEXIPOL		
	INVLEX12328	DPS - ANNUAL POLICY & TRAINING PROCEDURES AND	6,567.76
	INVPR109431	DPS - POLICE ONE ACADEMY ANNUAL 10/1/2022 - 9/3	408.00
TOTAL FOR: LEXIPOL			6,975.76
005092	CERTASITE LLC		
	12493035	INSPECTIONS/REPAIRS FIRE SUPPRESION 9/28/2022	2,826.32
	12493597	ADMIN - INSPECTIONS/TESTING/OSHA TAG CRISPE HC	469.79
TOTAL FOR: CERTASITE LLC			3,296.11
005094	HARRINGTON'S AUTO SERVICE		
	34181	DPW - 2 TIRES MOUNT & BALANCE TRUCK #7	826.88
TOTAL FOR: HARRINGTON'S AUTO SERVICE			826.88
005095	VITAL RECORDS CONTROL		
	0528146	ADMIN - CITY HALL SHREDDING	91.42
TOTAL FOR: VITAL RECORDS CONTROL			91.42
005104	PLERUS		
	3857	ADMIN - ELECTION SUPPLIES	85.42
TOTAL FOR: PLERUS			85.42
005107	UNDERGROUND INFRASTRUCTURE SERVICES		
	PAY APP 2	PAY APPLICATION 2 - APPLICATION PERIOD 8/1 - 9/22/	87,224.40

TOTAL FOR: UNDERGROUND INFRASTRUCTURE SERVICES			87,224.40
005112	W & W COMMERCIAL CLEANING LLC		
	302	ADMIN - CITY HALL CLEANING	175.00
TOTAL FOR: W & W COMMERCIAL CLEANING LLC			175.00
005113	JLC UNDERGROUND		
	241-M	DPW - 2 WATER SERVICES @ BRIGHTON & ANDERSON	900.00
TOTAL FOR: JLC UNDERGROUND			900.00
005116	HOLIDAY OUTDOOR DECOR		
	INV4829	DDA - CAPITAL PURCHASE TREE TOPPER DS	946.50
TOTAL FOR: HOLIDAY OUTDOOR DECOR			946.50
005119	BC SOUND		
	1351	DDA - HICKS PARK SOUND SYSTEM DS	5,021.37
TOTAL FOR: BC SOUND			5,021.37
ACACH	ALLEGAN COUNTY TREASURER		
	2022.09.24	2022 TAX COLLECTIONS W/E 09/24/2022	598.40
	2022.10.01	2022 TAX COLLECTIONS W/E 10/01/2022	1,881.24
TOTAL FOR: ALLEGAN COUNTY TREASURER			2,479.64
CC9999	CREDIT CARD MISCELLANEOUS VENDORS		
	09/01/2022	Motor for pull paver DPW	1,059.99
	09/01/2022	Thumb drives DPS	69.67
	09/01/2022	Keyboard for Treasurer	39.99
	09/01/2022	Refund of sales tax charged	(39.95)
	09/01/2022	Portable restroom Monday Night concerts	135.00
	09/01/2022	Farmers market sponsorship	30.00
	09/01/2022	Fuel for vehicle #5 Roberts DPS	100.59
	09/06/2022	Monthly Constant Contact Support	45.00
	09/12/2022	Treats for Election Inspector recognition	21.42
	09/14/2022	Non Receipted Charge	144.85
	09/14/2022	Conference room phone	259.99
	09/16/2022	Diagnostics for pull paver motor DPW	50.00
	09/16/2022	Screwdrivers & socket set DPW	66.75
	09/19/2022	Card stock DPS	9.53
	09/19/2022	Promotional tote bags Ladies Night	332.50
TOTAL FOR: CREDIT CARD MISCELLANEOUS VENDORS			2,325.33
COPEFT	CITY OF PLAINWELL		
	2022.10	OCTOBER 2022 CITY UTILITY BILLS	1,827.91
TOTAL FOR: CITY OF PLAINWELL			1,827.91

RDLACH	RANSOM DISTRICT LIBRARY		
	2022.09.24	2022 TAX COLLECTIONS W/E 09/24/2022	78.74
	2022.10.01	2022 TAX COLLECTIONS W/E 10/01/2022	247.53
TOTAL FOR: RANSOM DISTRICT LIBRARY			326.27

SOMEFT	STATE OF MICHIGAN		
	2022.09	AIRPORT SEPTEMBER 2022 FUEL SALES TAX	57.66
TOTAL FOR: STATE OF MICHIGAN			57.66

TOTAL - ALL VENDORS 216,608.13

INVOICE AUTHORIZATION	
Person Compiling Report	Brian Kelley, Finance Director/Treasurer
I verify that to the best of my knowledge the attached invoice listing is accurate and the procedures in place to compile this invoice listing has been followed.	I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.
Insert Signature: <div style="text-align: right; padding-right: 20px;">Roxanne Branch <small>Digitally signed by Roxanne Branch Date: 2022.10.07 09:08:25 -04'00'</small></div>	Insert Signature: <div style="text-align: right; padding-right: 20px;">Brian Kelley <small>Digitally signed by Brian Kelley Date: 2022.10.06 16:26:31 -04'00'</small></div>
Bryan Pond, Water Renewal Plant Supt.	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.	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: <div style="text-align: right; padding-right: 20px;">Kevin A Callahan <small>Digitally signed by Kevin A Callahan Date: 2022.10.07 14:11:35 -04'00'</small></div>	Insert Signature: <div style="text-align: right; padding-right: 20px;">Kevin A Callahan <small>Digitally signed by Kevin A Callahan Date: 2022.10.07 14:11:35 -04'00'</small></div>
Bob Nieuwenhuis, Public Works Supt.	Erik J. Wilson, City Manager
I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.	I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.
Insert Signature: <div style="text-align: right; padding-right: 20px;">Robert Nieuwenhuis <small>Digitally signed by Robert Nieuwenhuis Date: 2022.10.07 08:03:27 -04'00'</small></div>	Insert Signature: <div style="text-align: right; padding-right: 20px;">Erik Wilson <small>Digitally signed by Erik Wilson Date: 2022.10.07 15:48:34 -04'00'</small></div>



September 22, 2022

**Board of Commissioners Update
Administrator's Report**

ENGAGEMENT

Employment (Last Updated on July 14, 2022)
2022 as of Q2:

TURNOVER/RETENTION (Regular FT & PT Only)	Q1	Q2	Q3	Q4
# of Terminations (includes Retirees)	16*	9*		
Average length of tenure of terminated REG employees	16.48	9.79		
Turnover % of new REG employees (<=1 year)	16%	21%**		
Turnover % of REG employees	4.10%	2.20%		
Total average number of REG Employees	393	401		
Notes	*9 of the terminations were retirements	*1 termination was a retirement. **calculation updated/changed in Q2 for both quarters		
RECRUITMENT	Q1	Q2	Q3	Q4
Jobs Posted	10	12		
# of Days to Hire (KPI)	53.6	51.21		
# of New Hires	25	37		
# of Promotions or Transfers	15	7		

Current Number of Active Regular Full-Time and Regular Part-Time Employees: 401

New Hires: 1

Last Name	First Name	Position	Department
Brotherton	Angela	Irregular Victim Advocate Specialist	Prosecuting Attorney

Left Employment: 5

Last Name	First Name	Position	Department
Buell	Bridget	Irregular Youth Specialist	Youth Home

Goggins	Thomas	Deputy Sheriff	Sheriff's Office
Macha	Dane	Youth Specialist	Youth Home
Mallery	Maria	Irregular Youth Specialist	Youth Home
Seyl	Herbert	Corrections Officer	Sheriff's Office - Corrections

Promotions/Transfers: 2

Last Name	First Name	New Position	Department
Cole	Katie	Senior Services Counselor	Senior and Veteran Services
Scholten	Brent	Deputy Drain Development Coordinator	Drain Office

Current Open Positions: 19

Position	Department	Current Status
Academy Sponsored Cadet	Sheriff's Office	Unfilled
Administrative Assistant	Senior and Veteran Services	Unfilled
Assistant Public Defender	Public Defender	Candidate identified – start date to be determined
Chief Assistant Public Defender	Public Defender	Unfilled
Corrections Officer	Sheriff's Office – Corrections	Candidate identified – start date to be determined
Corrections Officer	Sheriff's Office – Corrections	Candidate identified – start date to be determined
Corrections Officer	Sheriff's Office – Corrections	Unfilled
Corrections Officer	Sheriff's Office – Corrections	Unfilled
Corrections Officer	Sheriff's Office – Corrections	Unfilled
Deputy Circuit Court Clerk (PT25)	County Clerk	Will remain unfilled until 2023
Deputy Sheriff	Sheriff's Office	Candidate identified – start date is 9/26/2022
Drain Maintenance Specialist	Drain Office	Unfilled
Drain Maintenance Technician	Drain Office	Unfilled
GIS Specialist II	Information Services	Unfilled
IRPT Janitor	Facilities	Unfilled
Program Coordinator	Transportation	Unfilled
Telecommunicator	Central Dispatch	Testing began 9/8
Telecommunicator	Central Dispatch	Testing began 9/8
Youth Specialist	Youth Home	Unfilled

For more information regarding this matter, please contact Lyn Holoway, Human Resources Manager, at (269) 673-0537 or lholloway@allegancounty.org.

Charles Nechtem & Associates Contract Extension – Employee Assistance Program (EAP) Services that includes employee and juror services is set to expire on December 31, 2022. The Student and Family Assistance Program is set to expire on November 30, 2022. Plans are moving forward to extend the contract for EAP and the jurors. The Student and Family Assistance Program is being considered for an extension by the Board. For more information regarding this matter, please contact Vickie Herzberg, Executive Director of Human Resources at vherzberg@allegancounty.org.

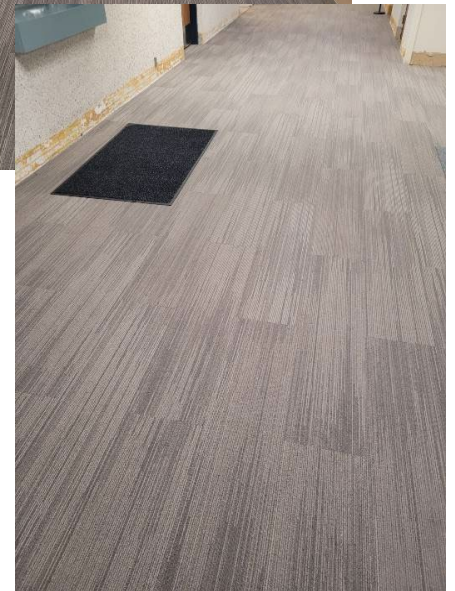
Holtyn & Associates Contract Extension – Worksite Wellness Services is currently set to on expire December 31, 2022. Plans are moving forward to extend this contract through December 31, 2023. For more information regarding this matter, please contact Vickie Herzberg, Executive Director of Human Resources at vherzberg@allegancounty.org.

ASU Group Contract Extension – Workers Compensation Third Party Administrator (TPA) Services is currently set to expire on December 31, 2022. Plans are moving forward to extend this contract through December 31, 2024. For more information regarding this matter, please contact Vickie Herzberg, Executive Director of Human Resources at vherzberg@allegancounty.org.

OPERATIONS

Facility Master Planning (Last Updated on September 8, 2022) – On September 26, Wightman is scheduled to perform a stakeholder meeting for offices within the County Services Building. Combining this information with the Courthouse stakeholder interview performed in August, Wightman should have all the information they need to begin performing their comprehensive analysis of both buildings. For more information regarding this matter, please contact Steve Sedore, Executive Director of Operations, at (269) 673-0373 or ssedore@allegancounty.org.

Courthouse and Youth Home Carpeting (Last Updated on September 8, 2022) – The carpeting in both the Courthouse and Youth Home Buildings are being replaced. The Youth Home courtroom occurred during the day as it is a smaller space and easier to work around the court schedule. Installation in the Courthouse is taking place after hours in sections over multiple days. The contractor is working on a better solution to the baseboard trim of the Courthouse walls. The previous trim was adhered to the wall using an extensive amount of glue and is much taller than the trim pieces originally slated for the walls. For more information regarding this matter, please contact Carl Chapman, Facilities Management Director, at (269) 673-0207 or cchapman@allegancounty.org.



Pavement Maintenance (Last Updated on June 23, 2022) – As part of the annual capital maintenance plan, the County identifies parking lots and drives that are in need of maintenance and repair. Please see below a work plan for the lots identified and the course of treatment being sought. For more information regarding this matter, please contact Carl Chapman, Facilities Management Director, at (269) 673-0207 or cchapman@allegancounty.org.

Allegan County Work Plan		FORECASTED	COMPLETED			
		INFRARED Sq. Ft.	DUMP & ROLL TON	CRACK SEALING Ln. Ft.	SEAL COAT Sq. Ft.	RESTRIPE
Main Services Complex Drives 3255-3283 122nd Avenue, Allegan	58,905 sq. ft. asphalt drives	1,056 13-Sep	0	6,800 14-Sep	0	0
Storage Building 2281 33rd Street, Allegan	14,145 sq. ft. asphalt lots and drives	0	0	2,550 16-Sep	0	0
Animal Shelter 2293 33rd Street, Allegan	13,890 sq. ft. asphalt lots and drives	240 15-Sep	0	590 22-Sep	0	0
Youth Home 2243 33 rd Street, Allegan	41,160 sq. ft. asphalt lots and drives	576 15-Sep	0	675 22-Sep	0	0
Central Dispatch 3271 122 nd Avenue, Allegan	20,995 sq. ft. asphalt lots and drives	0	0	580 22-Sep	0	0
County Services Building 3283 122 nd Avenue, Allegan	76,745 sq. ft. asphalt lots and drives	0	0	575 22-Sep	28,845 29-Sep	YES 29-Sep
Medical Care Community 3265 122 nd Avenue, Allegan	25,125 sq. ft. asphalt lots and drives front 26,970 sq. ft. asphalt lots and drives rear	1,152 19-Oct	0	875 20-Oct	0	0
Human Services Building 3255 122 nd Avenue, Allegan	110,730 sq. ft. asphalt lots and drives	720 13-Oct	0	3,475 14-Oct	0	0
Cutler Street Lot NW Corner of Cutler & Water Streets	24,915 sq. ft. asphalt lot	0	0	425 30-Sep	24,915 1-Oct	YES 1-Oct
Sheriff's Office 640 N. River Street, Allegan	217,620 sq. ft. asphalt lots and drives	768 11-Oct	0	5,200 12-Oct	0	0
Transportation Building 750 Airway Drive, Allegan	45,690 sq. ft. asphalt lots and drives	144 18-Oct	0	0	0	0
County Parks						
Bysterveld 4171 14 th Street, Wayland	2,340 sq. ft. asphalt at entryways 49,060 sq. ft. gravel lots and drives	0	0	2,350 4-Oct	0	0
Gun Lake 2397 Patterson Road, Wayland	52,970 sq. ft. asphalt lots and drives	2,016 5&6-Oct	0	2,755 7-Oct	0	0
New Richmond Bridge 3160 Old Allegan Road, Fennville	19,755 sq. ft. asphalt lots and drives	240 4-Oct	0	0	0	0

FINANCIAL STABILITY

Implementation of GASB 87 – The Government Accounting Standards Board (GASB) has issued “Statement 87”, which creates a single model for lease accounting, with new processes for the disclosure and valuation of long-term leases. These leases, both on a lessor (the County owns the asset, and leases it to another party) and lessee (the County pays to use another’s asset) basis, must now be disclosed in the annual financial statements. Finance staff, using details learned in a recent Michigan Government Finance Officers Association conference, will work with departments to analyze the leases that exist within the County, in order to properly classify them. Examples of leases include cell tower leases; the rental relationship between the County and OnPoint (formerly known as CMH); drainage easements; and land use agreements. Other than working with Finance staff to supply documents, County departments should not feel an operational difference when GASB 87 is implemented. The effect on the County’s financial statements is expected to be immaterial. For more information regarding this matter, please contact Lorna Nenciarini, Executive Director of Finance at 269-673-0228, or lnenciarini@allegancounty.org.

SERVICES

COVID-19 Update (Last Updated on September 8, 2022) – The latest COVID-19 update from Public Health is attached (Attachment A). For more information regarding this matter, please contact Angelique Joynes, Health Officer, at ajoynes@allegancounty.org.

COVID-19 Bivalent Booster Vaccination

Available – On September 1, 2022, the CDC issued new recommendations for COVID-19 boosters, after the FDA authorized updated booster formulas from both Pfizer and Moderna. These new boosters contain an updated bivalent formula that both boosts immunity against the original coronavirus strain and also protects against the newer Omicron variants that account for most of the current cases. The CDC recommends that everyone eligible stay up-to-date on vaccinations by getting an updated booster dose at least 2 months after their last COVID-19 shot—either since their last booster dose or since completing their primary series. Pfizer’s updated booster shot is recommended for individuals 12 and older, and Moderna’s updated booster shot is recommended for adults 18 and older.

InterCare Pullman	Moderna only
Metro Health Wayland	
Gun Lake Tribal Health Center	
Moore Family Pharmacy Allegan	
Moore Family Pharmacy Plainwell	
Moore Family Pharmacy Hamilton	
Walgreens	Moderna only
Walgreens	Moderna only
Meijer	
Paul's Pharmacy	Moderna only
Gun Lake Pharmacy	
Wayland Village Pharmacy	
Dorr Comm. Pharmacy	Moderna only
Fresenius Kidney Care Allegan	Moderna only
Rite Aid	
Holland Hospital Family Medicine	
Allegan Medical Center	
Walmart	

Individuals may choose to receive either the Pfizer or the Moderna bivalent booster, regardless of which primary series vaccine or original booster dose they had previously. To find a vaccine provider near you, visit www.vaccines.gov. Allegan County Health Department (ACHD) recently polled local authorized COVID-19 vaccine providers to determine any barriers or gaps encountered to identify resources for the community for the Bivalent vaccine. 18 Allegan County Providers are providing Bivalent booster doses, though 6 only provide Moderna Bivalent. ACHD is redistributing doses to pharmacies desiring to make these doses available, but who have not received their allocation. See the table for the list of participating providers- please note availability and eligibility is variable - please contact the provider directly for up-to-date information.

ACHD currently has Pfizer and Moderna bivalent COVID-19 boosters available, by appointment only. Interested eligible individuals should contact (269) 673-5411 option 1 to make an appointment.

For more information, read the [full CDC press release](#) and [full FDA press release](#). Visit the [COVID-19 Bivalent Vaccine Boosters FDA page](#)

Please contact Lisa Letts, Personal Health Manager, with any questions at 269-673-5411 or lletts@allegancounty.org.

Monkeypox Vaccination Available (Last Updated on August 17, 2022) – There are no treatments specifically for Monkeypox (MPV) infections. However, MPV and smallpox viruses are genetically similar, which means that antiviral drugs and [vaccines](#) developed to protect against smallpox can be used to prevent and treat MPV infections. The Centers for Disease Control and Prevention (CDC) recommend that a vaccine be given for post-exposure prophylaxis (PEP) within four days from the date of exposure for the best chance to prevent the onset of the disease. If given between four and 14 days after the date of exposure, vaccination may reduce the symptoms of the disease but may not prevent MPV.

The Michigan response strategy related to Monkeypox has also expanded the vaccine availability criteria to include the administration of second doses to those who have received their first dose. The vaccine strategy will continually evolve in response to the outbreak and the availability of vaccines. More

information regarding Monkeypox can be found on the [CDC website](#), [MDHHS website](#), and [Allegan County website](#).

Allegan County Health Department (ACHD) currently (as of September 13, 2022) has one reported case of Monkeypox. As of September 9, 2022, ACHD has administered a total of 212 MPV related (Jynneos) vaccination doses. A breakdown by age group is below with the most vaccines given to those 45-64 years of age.

MPV Vaccine Administration, Allegan County, 8/1/22 – 9/9/22

Age Group	Number of Doses
25-44 years	40
45-64 years	114
65 + years	58

Residents may request the Jynneos vaccine by completing the [online form](#) on the ACHD website. Immunizations are provided by appointment and scheduled based on risk and availability. Residents with questions about vaccination may contact ACHD at 269-673-5411. Please contact Lisa Letts, Personal Health Manager, with any questions at 269-673-5411 or lletts@allegancounty.org.

Environmental Health Field Team Service Delivery Update (Last Updated on September 8, 2022) – Currently, 100% of the eligible applications, received through August 7, were issued within the timeframe (8/8/2022 – 8/19/2022), the 14 business day benchmark, attachment B. 100% of all customers (8/22/2022 – 9/1/2022) were contacted within 5 business days of submitting their application. For more information, please contact Randy Rapp, Environmental Health Manager at (269) 686-4506.

Water Study Workgroup (Last Updated on September 8, 2022) – The Workgroup met on September 7, 2022. Minutes for the meeting can be found online however, they are attached for convenience (Attachment C). The next meeting is scheduled for September 21, 2022. For more information, please contact Randy Rapp, Environmental Health Manager at (269) 686-4506.

Broadband Action Workgroup (Last Updated on September 8, 2022) – Bids were due on Friday, September 16, 2022 for the request for proposal (RFP). Please see Attachment D for a summary of the proposals received. For more information regarding this matter, please contact Jill Dunham, Project Manager, at (269) 673-0588.

State Bar of Michigan/Legal Milestone Committee –

In late 2019 the State Bar of Michigan Legal Milestone Committee approved the placement of a plaque in Allegan County honoring the achievements of former Allegan State Senator Gilbert Moyers. In the 1850's Gilbert Moyers was the first State Senator in Michigan to pass legislation requiring payment to attorneys who conducted indigent defense representation. It is suggested that the plaque honoring Gilbert Moyers be placed in the Allegan County Courthouse. The Courts and the Court Administrators have no issues with this placement. Unless objections are received by the Board of Commissioners prior to September 24, the plaque will be placed at the Courthouse off the main lobby; see picture. For more information regarding this matter, please contact Chad D. Catalino, Chief Public Defender, at (269) 686-4734 or ccatalino@allegancounty.org.



Gun Lake Park Watercraft Launch – In May 2022, the Gun Lake Boat Launch was replaced. The County hired the Department of Natural Resources for the construction of the new launch. Over a 30 day period, Parks staff contacted launch users with season passes to obtain feedback on the new launch. Users were asked about satisfaction and recommendations for improvement. The feedback is positive

without any complaints. Recommendations received were to add a longer dock and add lighting. For more information regarding this matter, please contact Brandy Gildea, Parks Manager at (269) 673-0378 or bgildea@allegancounty.org.

Westside Park Beach Access Status (Last Updated on August 25, 2022) – Parks staff is engaging the public, for feedback on the two concepts designed by Abonmarche Consultants, Inc., for ADA beach access and stair replacement at West Side Park. To seek input from the community, a public meeting is scheduled for Tuesday, September 20, 2022, at West Side County Park from 5:00 pm – 6:00 pm. The public input session and the plans were shared on the County’s Park website, social media, and with local lakeshore associations. The information will be provided to the Parks Advisory Board on October 4, 2022, for review and recommendation to the Board of Commissioners. For more information regarding this matter, please contact Brandy Gildea, Parks Manager at (269) 673-0378 or bgildea@allegancounty.org.

Commission on Aging (COA) hosts Senior Day at the Fair (Last Updated on September 8, 2022) – On Tuesday, September 13, 2022, the COA cooked and served pancakes and sausages to 260+ older adults. Twenty community service agencies were on hand to provide information on local resources, along with music and door prizes and BINGO finished out the event. For more information regarding this matter, please contact Sherry Owens, Director at (269) 686-5144 or sowens@allegancounty.org.

Senior Services Financial Reports – The Commission on Aging met on Wednesday, September 21, 2022; see Attachment E for the financial reports shared at that meeting. For more information regarding this matter, please contact Sherry Owens, Director at (269) 686-5144 or sowens@allegancounty.org.

County Bus in Fair Parade – On September 12, 2022, Allegan County Transportation (ACT) participated in the annual Allegan County Fair parade. The bus was decorated to recognize the theme of the 170th fair anniversary, “Making Memories, Together”. Staff and volunteers walked alongside the bus, sharing with community members, information on our new expanded service options. The county parade is widely attended and has an extended route that ends inside the fairgrounds, at the grand stands where an announcer introduces fair route participants to hundreds of onlookers. The bus also had a back-window vinyl advertisement to promote employment opportunities as a driver for ACT.



Plans are being made to participate in upcoming parades and community events in order to promote county transportation as a reliable option for medical appointments, shopping, work, and social events. For more information regarding this matter, please contact Whitney Ehresman, Transportation Director at 269-686-4529 or WEhresman@allegancounty.org.



COVID-19 AND OTHER EMERGING PUBLIC HEALTH TOPICS

BOARD OF COMMISSIONER UPDATE

SEPTEMBER 22, 2022

Data as of September 19, 2022

CONTENTS

EXECUTIVE SUMMARY	2
COVID-19 MITIGATION COMPONENTS	2
ENHANCED ABILITY TO TEST	3
COUNTY-LEVEL DATA AS OF SEPTEMBER 12, 2022.....	3
CASE INVESTIGATION AND CONTACT TRACING	3
ALLEGAN COUNTY COVID-19 COMMUNITY LEVEL: LOW.....	3
OVERVIEW OF COVID-19 CASES AND DEATHS IN THE LAST TWO WEEKS (9/2/2022 to 9/15/22)	4
CASE INVESTIGATION.....	4
EXPOSURE LETTERS AND CLOSE CONTACTS IN SCHOOL SETTINGS	5
OUTBREAKS & CLUSTERS IN ALLEGAN COUNTY	5
LONG TERM CARE & OTHER CONGREGATE CARE FACILITIES	6
SUFFICIENT HEALTH CARE CAPACITY	6
HOSPITALIZATIONS	6
DEATHS (7 DAY AVERAGE)	6
BEST PRACTICES	6
SCHOOLS	6
BUSINESSES.....	7
COMMUNICATIONS	7
FIRST HUMAN CASE OF SWINE FLU (INFLUENZA A - H1N2) IN MICHIGAN, WHAT TO KNOW.....	7
PREPARING FOR FLU SEASON	8
MPV: WHAT TO DO IF YOU ARE EXPOSED AND WHERE TO GET VACCINATED	8
COMMUNITY VACCINATION/HERD IMMUNITY/TREATMENT	8
STAYING UP-TO-DATE ON COVID-19 VACCINATIONS AND BOOSTERS.....	8
COVID-19 VACCINE COVERAGE.....	9
VACCINATION COVERAGE BY AGE GROUP	9
VACCINATION COVERAGE BY ZIP CODE	9
VACCINE AVAILABILITY	10
VACCINE EFFECTIVENESS (VE).....	10
LOCAL HEALTH DEPARTMENT (LHD) BREAKTHROUGH DATA DISTRIBUTION.....	10
COVID-19 SURVEILLANCE	10
EPIDEMIOLOGIC SURVEILLANCE	11
SOURCES	12
APPENDICES	14

EXECUTIVE SUMMARY

The following report contains COVID-19-related data from **September 6, 2022 to September 15, 2022**, on the 5 mitigation components Allegan County Health Department (ACHD) previously identified. This report contains local COVID-19 data for Allegan County, information on vaccination data, wastewater surveillance, emerging variant updates, and other resources regarding COVID-19 mitigation. This report also contains epidemiological surveillance and health education on other ongoing and emerging public health topics including monkeypox (MPV), and other regional epidemiological topics at a glance. ACHD continues to monitor local, statewide, and global COVID-19 data, and continues to follow the Michigan Department of Health and Human Services (MDHHS) and the Centers for Disease Control and Prevention (CDC) recommendations.

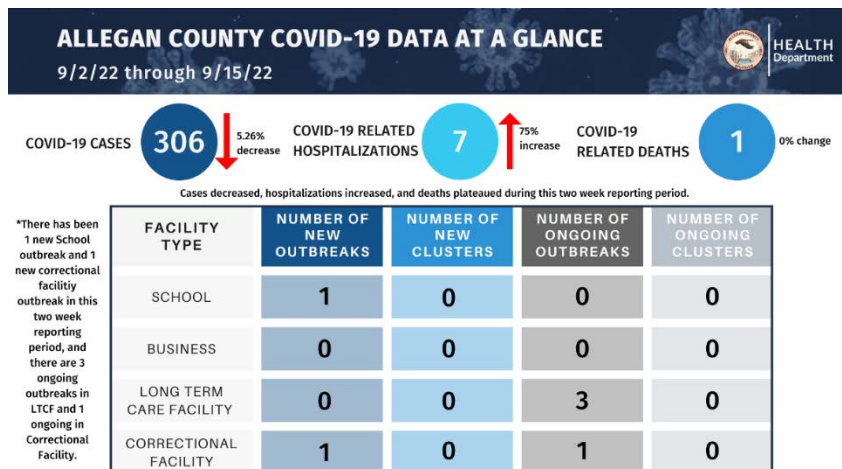
Starting September 20, instead of sending potential exposure notices, we are using a dashboard for each building so that parents/staff can make decisions based on their own evaluation of risk and which course of action to take. More information on this change can be found in the Exposure Letters and Schools sections within this update.

ACHD reviewed analytics related to this report, skimmed down the material, and reports where people can find the information directly. If there are certain topics you think should be included, please email healthed@allegancounty.org, or fill out our inquiry form.

WHAT'S NEW AT A GLANCE:

- What it means to be up-to-date on COVID-19 vaccinations and where to find updated boosters.
- The Test Positivity Rate for Allegan County is trending **upward**, after trending downward the week prior.
- Weekly cases increased by more than 20% since the 8/23/2022 to 8/29/2022 reporting period
- The first human case of Swine Flu detected in Michigan, what to know and actions to take.
- What to do and where to get vaccinated if you have been exposed to MPV.

An overview of COVID-19 data in Allegan County from **9/2/22 to 9/15/22** can be found in the graphic below:



Previous BOC reports that may include background information for some of the topics discussed in this current report can be found [here](#).

COVID-19 MITIGATION COMPONENTS



Allegan County currently is at a low community transmission level for COVID-19. **ACHD continues to recommend the following:**

- Staying up-to-date on your COVID-19 vaccines
- Getting tested if you have symptoms, before and after traveling, and before gathering with others.

Allegan County COVID-19 Community Level: Low

Allegan County Health Department recommends everyone to:

Stay up to date on your COVID-19 Vaccines

Get tested if you have symptoms

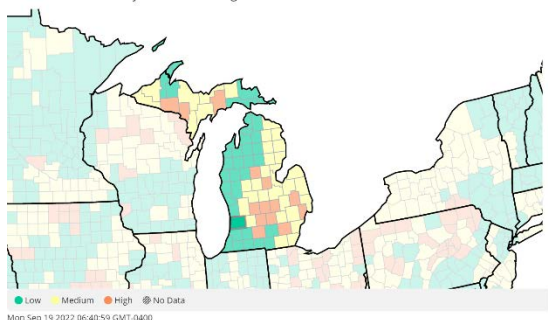
Actions including social distancing, frequent handwashing, wearing a well-fitted face mask, and isolation help lessen the level of transmission

Learn more about CDC's COVID-19 Community Levels [here](#).

#DoYourPart

COVID-19 Community Levels are a tool to help communities decide what prevention steps to take based on the latest data. These Community Levels can be low, medium, or high and **are determined by looking at hospital bed utilization, hospital admissions, and the total number of new COVID-19 cases in an area.** Find more about COVID-19 Community Levels [here](#).

COVID-19 Community Levels in Michigan



Note: Counties surrounding Allegan County may be in a medium or high COVID-19 Community Level. If you work or visit other counties often, make sure to take precautions to protect yourself and others such as wearing a mask, washing your hands often, staying home if you feel sick, and social distancing when possible.

Use the CDC's [COVID-19 County Check tool](#) to find out what the community level is for the county you will be visiting.

ENHANCED ABILITY TO TEST

COUNTY-LEVEL DATA AS OF SEPTEMBER 12, 2022

The Test Positivity Rate for Allegan County is trending **upward**, after trending downward the week prior. See the latest information for Allegan County For the latest information, visit [Dashboard | CDC | MI Start Map](#).

At this stage of the pandemic, percent positivity alone is no longer a strong indicator of the total number of individuals who tested positive, due to several factors – one being at-home testing. It is best to evaluate percent positivity with another metric, such as COVID-19 concentration levels in wastewater, to get a more accurate idea of the prevalence of the virus in an area. **The current 7-day positivity rate for Allegan County as of September 12 was 24.7% with 622.2 daily tests administered per million. This indicates a 5.5% increase in the 7-day positivity compared to the 8/23/2022 to 8/29/2022 reporting period, which had 612.3 daily tests administered per million.**

At this time, at-home tests are not reported in the Michigan Disease Surveillance System (MDSS) and therefore, are not included in the test positivity rates or case counts. **See the Appendix for a list of testing resources available to community members.**

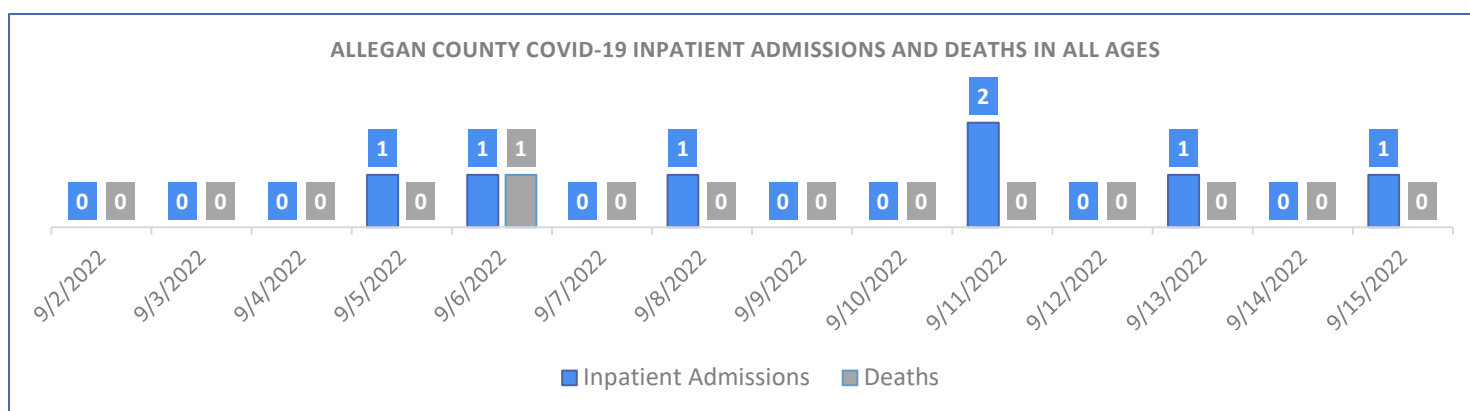
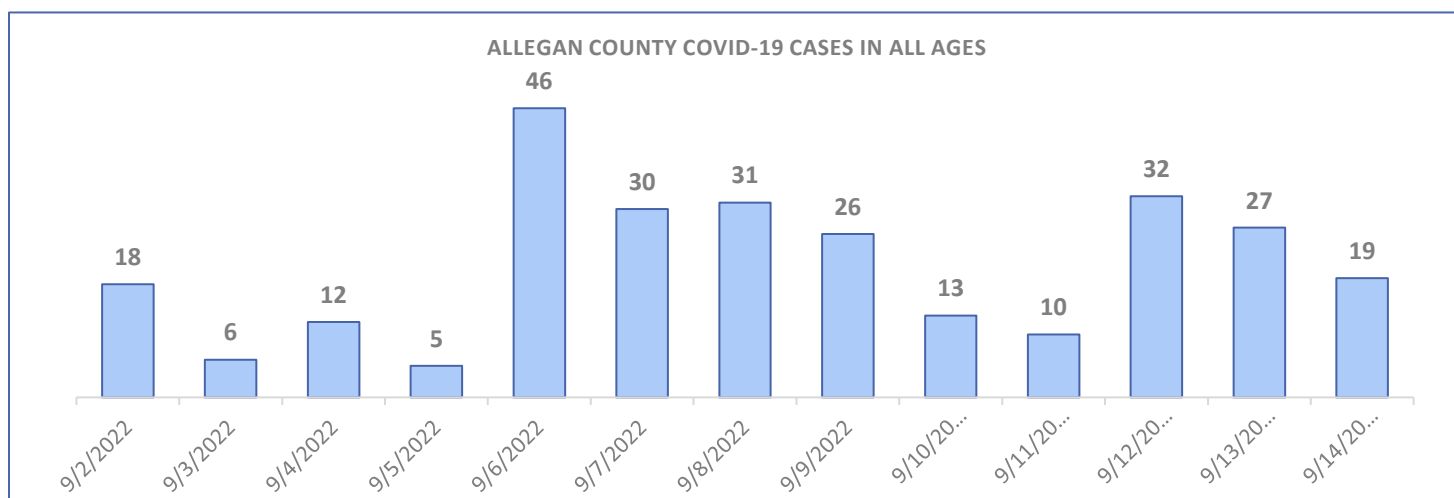
CASE INVESTIGATION AND CONTACT TRACING

ALLEGAN COUNTY COVID-19 COMMUNITY LEVEL: LOW

See the latest information for Allegan County For the latest information, visit [Dashboard | CDC | MI Start Map](#). As of 9/16/2022, Allegan County remained at a low COVID-19 community level based on the [CDC framework](#). **Data Takeaway: Models showed an increase in cases compared to the 8/23/2022 to 8/29/2022 reporting period. During the period 9/6/2022 to 9/12/2022, Allegan County's new weekly case rate was 158.4 per 100,000 population with 187 weekly cases.**

Weekly cases increased by more than 20% since the 8/23/2022 to 8/29/2022 reporting period (125.3 per 100,000 - 148 total weekly cases).

OVERVIEW OF COVID-19 CASES AND DEATHS IN THE LAST TWO WEEKS (9/2/2022 to 9/15/22)



DURING 9/2/2022 to 9/15/22 FOR ALLEGAN COUNTY:

- **306 total cases** were reported via the Michigan Disease Surveillance System (MDSS)
 - 186 confirmed cases and 120 probable cases related to SARS-CoV2 infection as reported
- 5.6% of the cases were reported as asymptomatic
- 37.6% of cases were reported as 'vaccine breakthrough' cases, which has slightly decreased from the previous two weeks
- **Seven reported hospitalizations¹** related to SARS-CoV-2 infection
- There was **one death** related to SARS-CoV-2 infection
- 3.6% of the cases were reported to be related to international, domestic, and/or in-state travel
- From 9/1/2022 to 9/14/2022, the positivity rate² was a reported 20.9%

ACHD continues to monitor the COVID-19 metrics for hospitalizations and deaths as this can show the risk of a medically significant COVID-19 variant or healthcare system strain.

306 cases were reported in the MDSS from 9/2/2022 to 9/15/22

CASE INVESTIGATION³

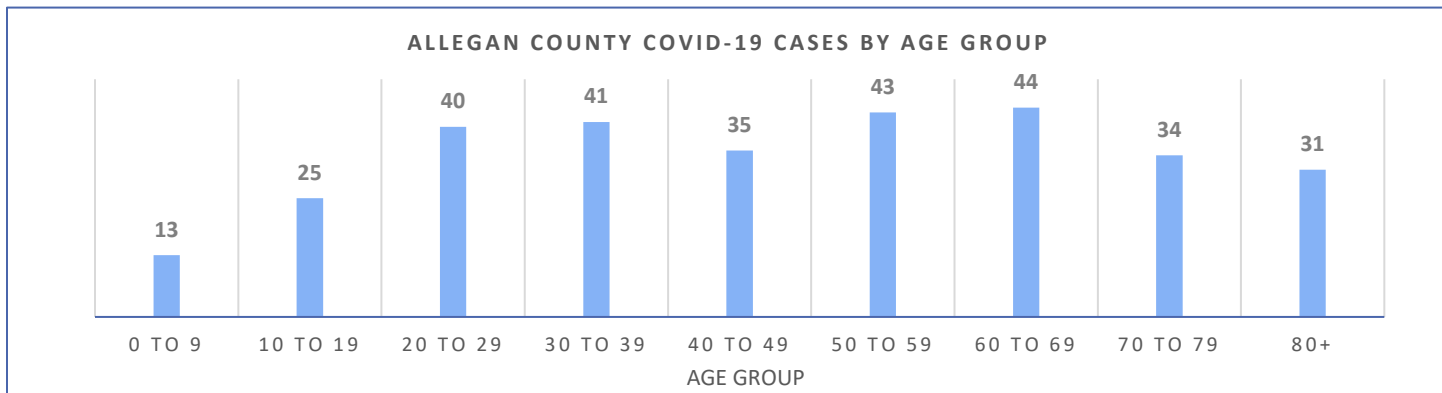
¹ COVID-19 may not be a primary cause of hospitalization in some of the reported cases in MDSS due to current capacity and data limitations; these data reported in MDSS are often limited by factors such as delayed case investigations and data back-filling

² As reported in the MI-HAN Regional Data File; Positivity Rate is calculated for percent positive persons for day and county

³ Case investigation consists of contacting the individual and asking standard questions related to the disease and identifying those who might have been exposed.

ACHD is currently working to investigate all communicable disease cases. During the case investigation process, ACHD works to ensure all basic needs are being met for individuals and their families. All cases receive a Patient Education Genius (PEG) notification that is provided via email or text messages for a case investigation form.

CASES IN THE LAST TWO WEEKS, BY AGE GROUP (9/2/2022 to 9/15/22)



From 9/2/2022 TO 9/15/22 in MDSS: 14.4% of cases were reported in the 60 to 69 age group, which had the highest number of cases during this timeframe, and closely followed by the 50 to 59 (14.1%) and 30 to 39 (13.4%) and age groups. In comparison to the previous reporting period (8/19/22 to 9/1/22), case counts have significantly decreased for individuals in the 0 to 9 ages.

- 3.6% of cases were in quarantine at the time of symptom onset or positive test
- 12.1% of investigated cases were household close contacts⁴
- 0.3% of cases were reported as community contacts⁵
- 9.2% of cases were close contacts to those who work or live in a high-risk/congregate facility

Notifying close contacts helps individuals know about exposure and allows close contacts to make decisions based on their own risk assessment.

306 cases were reported in the MDSS from 9/2/2022 to 9/15/22

EXPOSURE LETTERS AND CLOSE CONTACTS IN SCHOOL SETTINGS

Starting September 20, ACHD will be using a dashboard format for each school building to notify parents and families of potential exposures to certain reportable communicable diseases, rather than sending potential exposure letters. This will allow parents/staff continue to make decisions based on their own evaluation of risk and which course of action to take.

In some circumstances, parents may still receive written notification for certain reportable communicable diseases. This dashboard will be updated starting Tuesday, September 20, 2022 by 5:00 pm on the [ACHD Website](#). If individuals do not have access to the internet or have language needs please call the Health Department at (269) 673-5411 option 1 for assistance.

OUTBREAKS & CLUSTERS IN ALLEGAN COUNTY

The table to the right shows the number of outbreaks⁶ that ACHD has identified for high-risk settings as of September 15, 2022. **ACHD has identified one new outbreak related to Long-Term Care Facilities⁷ and one new outbreak related to Schools, since the last update on September 8, 2022;** there were seven ongoing outbreaks reported to MDHHS as of September 15, 2022.

Type of Setting	Total Number of Outbreaks ¹
School	20
Business	8
Long Term Care ¹	31
Other Congregate Facilities ¹	3

⁴ Household contact: person lived with someone who tested positive and later tested positive themselves.

⁵ Community contact: person who was identified as a close contact in a setting other than a household

⁶ Outbreak investigation codes are assigned by the first date of onset

⁷ Data from 10/21/2021

ACHD has not identified any new outbreaks for businesses since February 17, 2022. ACHD has developed COVID-19 Business Mitigation Strategies Survey for businesses, Long-Term Care Facilities, daycares and schools to provide us with information on the current mitigation strategies they have in place. The surveys are sent out when an outbreak has been identified at a location.

LONG TERM CARE & OTHER CONGREGATE CARE FACILITIES

From January 2022 to September 19, 2022, ACHD has connected **22** LTCFs in Allegan County with the IPRAT⁸ Team for additional mitigation assistance⁹. Refer to [MDHHS Data and Modeling](#) for overall LTCF case counts in residents and staff. **ACHD shares forecasting wastewater readings with long-term and congregate care facilities in the monthly LTCF Newsletters, to help inform their COVID-19 mitigation strategies.**

565 resident cases and 55 resident deaths reported from January 1, 2020, to September 6, 2022¹⁰

881 staff cases have been reported from January 1, 2020, to September 6, 2022

SUFFICIENT HEALTH CARE CAPACITY

HOSPITALIZATIONS

Allegan County falls in the Region 5 Health Care Coalition. Some community members will also access hospitals in the Region 6 Health Care Coalition (Grand Rapids-Holland Region). The chart below lists the hospitals that Allegan County community members may access for COVID-19 and non-COVID-19-related health needs and their current capacity levels. For the latest information, visit [Dashboard | CDC | MI Start Map](#).

Find the current percentage of inpatient beds treating COVID-19 patients, for the [Grand Rapids Region](#) (Region 6), and [Kalamazoo Region](#) (Region 5). The **Grand Rapids Region** had **5.5%** of inpatient beds that are COVID-19 positive, as of September 12, 2022, which is **0.8% higher** than the previous reporting period, August 23 to August 29. The **Kalamazoo Region** had **7.3%** of inpatient beds that are COVID-19 positive, as of September 12, 2022, which is **the same** as the previous reporting period.

HOSPITALS IN THE ALLEGAN COUNTY AREA

See [previous report from 8/11/22](#) for updates regarding hospital bed capacity. Hospital bed capacity information can be found on the MDHHS website: [Statewide Available PPE and Bed Tracking \(Michigan.gov\)](#)

DEATHS (7 DAY AVERAGE)

Vaccinations have been shown to be effective at preventing deaths from COVID-19.

The 7-day average for daily deaths is currently less than 1, and is relected as 0 on the Michigan Safe Start Map. For a complete view of the 7-day average daily deaths for Allegan and other counties over the course of the pandemic visit, [Dashboard | CDC | MI Start Map](#)

BEST PRACTICES

SCHOOLS

Starting September 20, ACHD will be using a dashboard format for each school building to notify parents and families of potential exposures to certain reportable communicable diseases, rather than sending potential exposure letters. This will allow parents/staff to continue to make decisions based on their own evaluation of risk and which course of action to take.

⁸ MDHHS offers further support for facilities via the Infection Prevention and Resource Assessment Team (iPRAT) when ACHD identifies facilities that are experiencing a large number of positive COVID-19 tests.

⁹ ACHD provides mitigation assistance to LTCFs that are identified as an outbreak facility through case investigations

¹⁰ The information above represents COVID-19 data reported directly to MDHHS by licensed and operating Skilled Nursing, Home for the Aged and Adult Foster Care facilities (licensed to serve 13 or more individuals) in Michigan from January 1, 2020, through September 6, 2022

In some circumstances, parents may still receive written notification for certain reportable communicable diseases. This dashboard will be updated starting Tuesday, September 20, 2022 by 5:00 pm on the [ACHD Website](#). If individuals do not have access to the internet or have language needs please call the Health Department at (269) 673-5411 option 1 for assistance.

The CDC provides guidance on mitigation measures for schools in [Operational Guidance for K-12 Schools and Early Care and Education Programs to Support Safe In-Person Learning](#).

MDHHS shared an updated School Infection and Exposure infographic with local health departments. ACHD will be reviewing our local School Guidance documents to reflect the recommendations from MDHHS as needed.

The infographic is a 2x2 grid with a dark blue header and footer. The header contains the MDHHS logo and the title 'Who is Impacted' and 'Public Health Recommendations'. The grid cells are as follows:

Who is Impacted		Public Health Recommendations	
COVID-19 Infection	Any individual who tests positive for COVID-19 and/or displays COVID-19 symptoms (without an alternate diagnosis or negative COVID-19 test) regardless of vaccination status.	<ul style="list-style-type: none"> Isolate at home for 5 days (day "0" is day symptoms begin or day test was taken for those without symptoms); and If symptoms have improved or no symptoms developed, may leave isolation after day 5 and wear a well-fitting mask, for 5 more days (ending after day 10).* 	
COVID-19 Exposure	Close contact exposed to someone with COVID-19, regardless of vaccination status.	<ul style="list-style-type: none"> Monitor symptoms for 10 days. Test 5 days after exposure and if symptoms develop. Wear a well-fitting mask around others for 10 days after exposure. Avoid unmasked activities or activities with higher risk of exposing vulnerable individuals.** 	

* You may remove your mask sooner than day 10 with two sequential negative antigen tests 48 hours apart. If a mask cannot be worn, 10 days of home isolation is recommended.
 ** Activities with immunocompromised or other high-risk individuals, social/recreational activities in congregate settings or when community levels are high.

BUSINESSES

No new updates, please see the [previous report from September 8, 2022](#)

COMMUNICATIONS

COVID-19 Health Education has been a mandated service in this response. The following are metrics related to COVID communication efforts from 9/2/2022 – 9/15/2022:

- 3 Social media posts
- 7 Education materials created/updated
- 1 Community Update sent out

FIRST HUMAN CASE OF SWINE FLU (INFLUENZA A - H1N2) IN MICHIGAN, WHAT TO KNOW

On 9/9/22 the CDC confirmed the first human case of [Swine Flu or Influenza A \(H1N2\)](#) in the state. The infected individual was a Berrien County fairgoer who had contact with swine at the Berrien County Youth Fair in August.

Swine flu is spread through respiratory air droplets. A person becomes infected when the virus enters the eyes, nose, or mouth. [To reduce the spread of swine flu,](#)

- Don't eat, drink, or put anything in your mouth in pig areas
- Avoid close contact with pigs that look ill
- Avoid touching your eyes, nose, mouth

- Wash your hands often with soap and water, or use alcohol-based hand sanitizer if soap and water are not available

Swine flu symptoms in humans are similar to regular seasonal flu symptoms which include:

- Fever
- Lethargy
- Lack of appetite
- Coughing

For more information on minimizing the transmission of illness at livestock exhibitions, visit the [USDA website](#). For more information on swine influenza, [visit the CDC website](#). This information also can be found in our [9/13 Community Public Health Update](#).

PREPARING FOR FLU SEASON

“Flu season” occurs in the **fall and winter**. While influenza viruses spread year-round, most of the time flu activity peaks between December and February, but activity can last as late as May. People at high risk from flu complications are older individuals, young children, pregnant women and people with certain medical conditions, such as asthma, diabetes and heart disease.

Anyone at any age can get very sick from the flu, so getting an annual flu shot to protect yourself and loved ones is important. Flu vaccines help to reduce the burden of flu illnesses, hospitalizations and deaths on the health care system each year. The [CDC recommends](#) everyone 6 months and older get an annual flu shot, ideally by the end of October.

Individuals can find a flu vaccine locally by visiting www.vaccines.gov.

MPV: WHAT TO DO IF YOU ARE EXPOSED AND WHERE TO GET VACCINATED

If you think you have monkeypox or have had close personal contact with someone who has monkeypox, consider [taking precautions](#) and visit a healthcare provider to help you decide if you need to be tested for monkeypox.

Getting vaccinated soon after exposure to someone with monkeypox, ideally within 4 days, provides you the best chance to prevent the disease or make it less severe.

- If given between 4-14 days after the date of exposure, vaccination may reduce the symptoms of disease, but may not prevent the disease.

Post-exposure prophylaxis (PEP) is important for controlling outbreaks and preventing further transmission of monkeypox.

Use the [CDC vaccination locator tool](#) to help you find a monkeypox vaccine provider near you.

If you think you may be eligible for vaccination, you can also request the monkeypox vaccine from ACHD by completing [this form](#) or by calling ACHD at 269-673-5411. The vaccine will be administered during ACHD business hours on a case by case basis, and appointment only.

COMMUNITY VACCINATION/HERD IMMUNITY/TREATMENT

STAYING UP-TO-DATE ON COVID-19 VACCINATIONS AND BOOSTERS

Now that the new bivalent COVID-19 boosters are recommended for everyone ages 12 years and older at least 2 months after their last COVID-19 shot, many are wondering what being up-to-date on COVID-19 vaccines means:

- For individuals aged 6 months through 4 years, it means getting all COVID-19 primary doses
- For individuals aged 5 years and older, it means getting all COVID-19 primary series doses and the most recent COVID-19 booster recommended for you

What does it mean to be up to date with COVID-19 vaccinations?

- For ages 6 months through 4 years, it means getting all COVID-19 primary series doses
- For ages 5 years and older, it means getting all COVID-19 primary series doses and the most recent COVID-19 booster recommended for you



cdc.gov/coronavirus

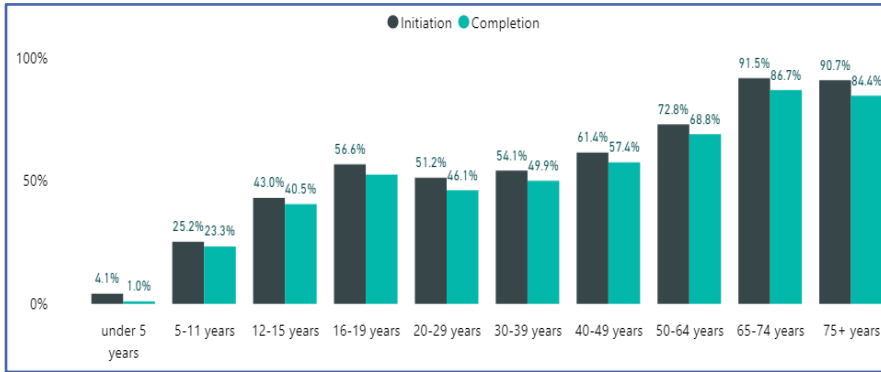
NCIRD 2022/09/08-01

Pfizer’s updated booster shot is recommended for individuals 12 and older, and Moderna’s updated booster shot is recommended for adults 18 and older.

Individuals may choose to receive either the Pfizer or the Moderna bivalent booster, regardless of which primary series vaccine or original booster dose they had previously. To find a vaccine provider near you, visit www.vaccines.gov.

ACHD currently has Pfizer and Moderna bivalent COVID-19 boosters available, by appointment only. **Interested eligible individuals should contact (269) 673-5411 option 1 to make their appointment.**

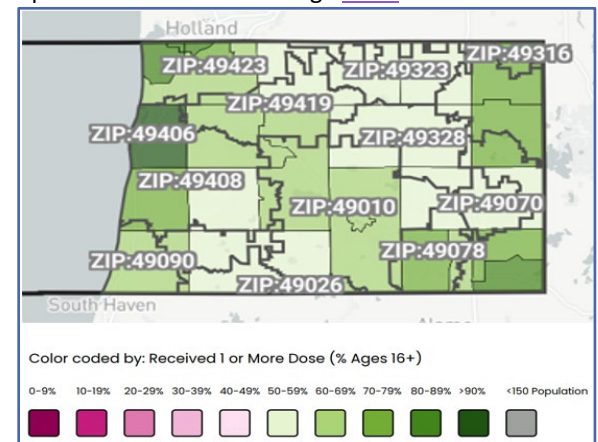
COVID-19 VACCINE COVERAGE



VACCINATION COVERAGE BY AGE GROUP

Data as of 9/16/2022

Explore the [MI Vaccine Dashboard](#) for the latest data. It is updated weekly on Wednesdays. The map on the left displays vaccine coverage for Allegan County. See Previous Reports for updates on Vaccine Coverage [here](#).



VACCINATION COVERAGE BY ZIP CODE

The map on the right shows the vaccination rates for residents aged 16 and older who received at least one dose of vaccine. The data is at the census tract¹¹-level (colored sections) with an overlay of Allegan zip codes. Areas in the center of the county, with lower population counts, appear to have the lowest vaccination rates, while perimeter areas on the East and West sides of the county have higher vaccination rates overall. This data is based on a total population count of 115,250 as recorded in the 2018 US Census.

¹¹ Census tracts are geographic entities within counties with similar characteristics such as population traits, school enrollment, poverty level, median household income, housing vacancy, etc.

VACCINE AVAILABILITY

Residents are encouraged to visit www.vaccines.gov to find vaccination clinics near them, or call ACHD at 269-673-5411 to schedule an appointment.

VACCINE EFFECTIVENESS (VE)

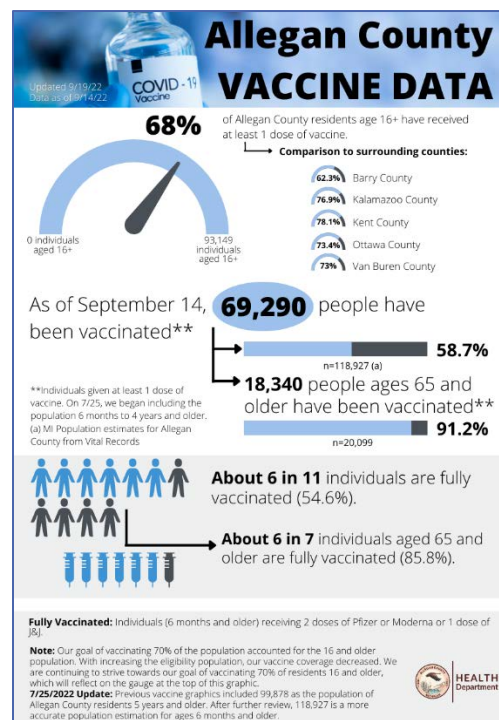
Current [data](#) continues to show that COVID-19 vaccines are **an important layer in reducing the severity of illness, and the burden of hospitalizations and deaths** in children, adolescents, and adults, **even with the emergence of the predominant new Omicron variants** such as BA.4 and BA.5.

Being [up to date](#) on COVID-19 vaccines is crucial in reducing the burden of hospitalizations and deaths. Refer to further data from the CDC studies on nationwide COVID-19 VE Surveillance [here](#).

BREAKTHROUGH SURVEILLANCE DATA: For more information and the latest data on the rates of COVID-19 breakthrough cases, hospitalizations, and deaths, please refer to [CDC COVID Data Tracker: Rates of COVID-19 Cases and Deaths by Vaccination Status](#)

LOCAL HEALTH DEPARTMENT (LHD) BREAKTHROUGH DATA DISTRIBUTION

Refer to the [previous report from 6/21/22](#) for updates regarding breakthrough data distribution.



COVID-19 SURVEILLANCE

7-DAY METRICS ¹²	STATEWIDE	NATIONWIDE	GLOBAL
Cases	18,375	59,856	3.378M
Hospital Admissions	154.86	4,371	No data available
Deaths	196	358	11.562K
Percent Population Fully Vaccinated	64.8%	67.7%	33.53M ¹³
Percent Positivity	15-19.9 %	12.2%	No data available

STATEWIDE (MICHIGAN)

- Find the latest [Michigan Coronavirus Data](#).
- Refer to the [September 13, 2022 MDHHS data and modeling](#) for current trends on cases, hospitalizations, and deaths associated with COVID-19.
- For more information and data on seasonal projections of cases, hospitalizations, and deaths, visit [COVID-19 Scenario Modeling Hub](#).

NATIONWIDE (UNITED STATES)

- Find the latest Nationwide data on [CDC's Cases and Data website](#).
- For more information refer to the [CDC COVID Data Tracker Weekly Review](#)

¹² Statewide and Nationwide data as of 9/16/2022 [COVID Data Tracker Weekly Review | CDC](#); Global data update as of 9/18/2022 [COVID-19 Map - Johns Hopkins Coronavirus Resource Center \(jhu.edu\)](#)

¹³ This is not a percentage but a 7-day average of weekly doses administered globally

GLOBAL

- For additional information and the global pandemic data, refer to [WHO's weekly Epidemiological Situation Report](#)
- For more information on currently circulating variants¹⁴ (including VOIs, VUMs, and VOCs) and its classifications, visit [Tracking SARS-CoV-2 Variants](#)

WASTEWATER SURVEILLANCE

See the most recent [MDHHS data and modeling update](#) for the Michigan SWEEP Sentinel Wastewater Summary.

Hope College has collaborated with ACHD to produce a dashboard, which displays the most recent wastewater readings and case counts. With this dashboard, ACHD has been able to forecast a rise in cases, which has improved mitigation responses.

Since the last reporting period, **seven** facilities around these treatment sites have reported 2+ COVID-19 cases. **The table above shows three Allegan sewer shed sites that has the most current and accurate data readings.**

Allegan Sewershed Sites	Trend Dates		Current Trend Patterns
TPA	9/15/2022	↘	Decreasing
TPP	9/14/2022	↘	Decreasing
TPDS	9/13/2022	↗	Increasing



The adjacent map shows current wastewater sewer shed sites that Hope College is monitoring in Allegan County.

The colored circles¹⁵ of differing sizes represent the concentration of COVID-19 in the wastewater as of September 15, 2022 (TPA¹⁶, TPP¹⁷, TPDS¹⁸), which have existing data points for the most recent nine calendar days (9/6/2022 – 9/15/2022). Read more about the [method of using wastewater surveillance data](#), to monitor case patterns at individual and population levels as it relates to the SARS-CoV-2

infection.

EMERGING VARIANT UPDATES

- See [CDC Nowcast Projections](#) (nationwide) for data estimations on the predominant Omicron sublineages and additional information on CDC's monitoring of nationwide variant proportions [here](#).
- See the most recent [MDHHS data and modeling update](#) for the latest variant information.
- [Quick excerpts from the American Association of Medical Colleges \(AAMC\) on BA.5, bivalent vaccines, and Paxlovid](#)
- ACHD continues to monitor all Omicron sub-lineages and deploy response measures accordingly.

EPIDEMIOLOGIC SURVEILLANCE

MONKEYPOX (MPV)

For background information on MPV and previous information discussed, refer to the [6/21/22 report](#).

UPDATES: Refer to the following links to view MDHHS and the CDC's MPV Situation Summary:

- [Michigan Case Counts](#)

¹⁴ SARS-CoV-2 variants include variants of interest (VOI), variants under monitoring (VUM), and variants of concern (VOC)

¹⁵ The areas with red circles seen on the map correlate with the increase in cases at LTCFs and other congregate care facilities during this reporting period

¹⁶ Allegan Water Resource Recovery Facility

¹⁷ Plainwell Wastewater Treatment Plant

¹⁸ Douglas/Saugatuck Wastewater Treatment Plant

- [2022 U.S. Map & Case Count](#)
- [2022 Monkeypox Outbreak Global Map](#)

HIGHLY PATHOGENIC AVIAN INFLUENZA (HPAI)

Michigan Department of Agriculture and Rural Development (MDARD) has confirmed 2 detections of HPAI in non-commercial backyard flocks.

[September 13, 2022 - Highly Pathogenic Avian Influenza Detected in Ingham County Backyard Flock](#)

RECENT EMERGING HEALTH THREATS: AT A QUICK GLANCE

[Adenovirus and Acute Hepatitis](#)

- No new updates; see the [previous BOC report from 9/8/22](#).

[Arboviruses](#)

- **UPDATES:** [Michigan Weekly Arbovirus Summary September 15, 2022](#) and the Annual EZID Surveillance Summary for 2021 can be found [here](#)

[Rabies](#)

- As of September 13, 2022, Rabies-positive animals in Michigan include **31 Bats** and **1 Skunk**. For positive animal counts by county, see this [map](#).

[Salmonella Outbreaks Linked to Small Turtles](#)

- No new updates; see the [previous BOC report from 9/8/22](#).

[Shiga toxin-producing Escherchia coli \(STEC\)](#)

- No new updates; see the [previous BOC report from 9/8/22](#).

SOURCES

- Allegan County Health Department Facebook page
- [Centers for Disease Control and Prevention](#)
- [CDC COVID-19 Booster Interactive Tool](#)
- [CDC COVID-19 Data Tracker](#)
- [CDC Current Outbreak List | CDC](#)
- [CDC Flu](#)
- [CDC Health Alert Network](#)
- [CDC MPV Vaccine Locator](#)
- [CDC Provisional COVID-19 Deaths: Focus on Ages 0-18 Years](#)
- [CDC Stay Up-to-date on Vaccinations](#)
- [CDC Swine Flu](#)
- [COVID-19 Bivalent Vaccine Boosters FDA page](#)
- [COVID Data Tracker Weekly Review](#)

Data as of September 19, 2022

- [COVID-19 Vaccine Dashboard](#)
- CHN Associates, Student, and Family Assistance Program Monthly Report
- [Division of Vector-Borne Diseases \(DVBD\) | Division of Vector-Borne Diseases | NCEZID | CDC](#)
- [FDA Authorizes Bivalent Booster Doses](#)
- [Find a COVID-19 Vaccine Near You](#)
- HONU
- [Lighthouse \(mi-lighthouse.org\)](#)
- [Long Term Care Data](#)
- [MDHHS Monkeypox Page](#)
- [MDHHS School Outbreak Reporting](#)
- [MDHHS: School Age Case Data Dashboard](#)
- [MI Bridges](#)
- [MI COVID response Data and Modeling](#)
- [MI Weekly Arbovirus Summary, 2022 \(michigan.gov\)](#)
- [Michigan Coronavirus: COVID-19 Vaccine](#)
- [Michigan COVID-19 Wastewater Testing and SWEEP Dashboard](#)
- [Michigan Coronavirus Data](#)
- Michigan Department of Health and Human Services (MDHHS) Breakthrough Cases Data File
- Michigan Disease Surveillance System (MDSS)
- [Michigan DNR Eyes in the Field](#)
- Michigan Health Alert Network (MIHAN)
- [MI Safe Start Map and CDC Indicators](#)
- [New COVID-19 Cases Worldwide - Johns Hopkins Coronavirus Resource Center \(jhu.edu\)](#)
- [Office of International Health and Biodefense - United States Department of State](#)
- [Our World in Data - Coronavirus \(COVID-19\) Hospitalizations](#)
- [Previous BOC report from September 8](#)
- [Sewer Coronavirus Alert Network \(SCAN\) \(wastewaterscan.org\)](#)
- [Technical Report: Acute Hepatitis of Unknown Cause | CDC](#)
- [US Food and Drug Administration](#)
- [USDA Swine Flu Safety Measures](#)
- [World Health Organization Coronavirus Dashboard](#)
- <https://www.who.int/emergencies/diseases/novel-coronavirus-who> Coronavirus disease (COVID-19) Weekly Epidemiological Update and Weekly Operational Update2019/situation-reports

Allegan County COVID-19 Community Level: LOW

Allegan County Health Department recommends everyone to:



Stay up to date on your COVID-19 Vaccines



Get tested if you have symptoms, before and after traveling, and before gathering with others.

Actions including social distancing, frequent handwashing, wearing a well-fitted face mask, and isolation help lessen the level of transmission. People may choose to mask at any time.

People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.



Learn more about CDC's COVID-19 Community Levels by visiting www.covid.cdc.gov

#DoYourPart

Allegan County COVID-19 Community Level: LOW

Pick-up Free Masks

- Monday-Friday 8:30am to 4:30pm at the Allegan County Health Department (3255 122nd Ave, Allegan)
 - As supplies last
- At select local units of government and libraries.
 - Visit allegancounty.org/covid to view the list of agencies under our Mask Information page.

Find COVID-19 Treatments

- Find information and options near you: michigan.gov/covid19therapy
- View a test to treat location near you: aspr.hhs.gov/TestToTreat
- Talk to your doctor about treatment options if you test positive for COVID-19.

Get Tested:

- Pick-up test kits locally:
 - Visit www.allegancounty.org/covid to view pick-up locations under our Testing page.
- Find a community testing site near you at:
 - Allegan County Transportation Building (750 Airway Dr, Allegan) on Wednesdays and Fridays from 12 pm to 5 pm.
 - Visit www.solvehealth.com for more locations near you.

Stay up-to-date on COVID-19 Vaccines

- Find vaccine clinics near you at vaccines.gov
- Or call ACHD at 269-673-5411 to schedule an appointment



Follow CDC's isolation guidelines and stay home if you develop symptoms or test positive.

#DoYourPart

FREE AT-HOME TEST KITS FROM MDHHS AVAILABLE AT 2 LIBRARIES IN ALLEGAN COUNTY:

- Allegan District Library (331 Hubbard St, Allegan)
- Fennville District Library (400 W Main St, Fennville)

FREE COMMUNITY TESTING EVENTS ARE HELD EVERY WEDNESDAY AND FRIDAY AT THE ALLEGAN COUNTY TRANSPORTATION BUILDING FROM 12 PM – 5 PM. THESE EVENTS OFFER PCR AND RAPID TESTING OPTIONS.

VISIT THE [MDHHS COMMUNITY BASED POP-UP TESTING PAGE](#) TO SIGN UP FOR THE TESTING EVENTS AT ALLEGAN TRANSPORTATION BUILDING AND TO FIND OTHER TESTING SITES NEAR YOU.

Visit <https://www.solvehealth.com/covid-testing> to find additional COVID-19 sites near you.

COVID-19 testing location finder: [Coronavirus - Test](#)

If residents are struggling to find accessible testing, they can call ACHD at 269-673-5411 option 2 and we can help them navigate the systems.

MONKEYPOX: What to Know



How it spreads:

- Direct contact with the infectious rash, scabs, or body fluids
- Respiratory secretions during prolonged, face-to-face contact, or during intimate physical contact, such as kissing, cuddling, or sex
- Touching items (such as clothing or linens) that previously touched the infectious rash or body fluids
- Pregnant people can spread the virus to their fetus through the placenta

The illness typically lasts 2-4 weeks. People who do not have monkeypox symptoms cannot spread the virus to others.



Symptoms:

- Fever
- Headache
- Muscle aches and backaches
- Chills
- Exhaustion
- Swollen lymph nodes
- A rash that can look like pimples or blisters

Prevention:

- Avoid close, skin-to-skin contact with people who have a rash that looks like monkeypox.
- Do not touch the rash or scabs of a person with monkeypox.
- Do not kiss, hug, cuddle or have sex with someone with monkeypox.



- Do not share eating utensils or cups with a person with monkeypox.
- Do not handle or touch the bedding, towels, or clothing of a person with monkeypox.
- Wash your hands often with soap and water or use an alcohol-based hand sanitizer

If you feel sick or have symptoms, do not attend any gathering, and contact your healthcare provider.

Environmental Health - Benchmark Data Board of Commissioner Report



	January		February		March		April		May		June		July		August		September		October		November		December	
Total Applications Received for the Month	135		166		186		202		180		208		157		185		63							
14 Business Days for the Month are Permits received during	12/23 thru 1/7	1/8 thru 1/23	1/24 thru 2/6	2/7 thru 2/18	2/19 thru 3/13	3/14 thru 3/27	3/28 thru 4/10	4/11 thru 4/24	4/25 thru 5/8	5/9 thru 5/20	5/21 thru 6/12	6/13 thru 6/24	6/25 thru 7/10	7/11 thru 7/24	7/25 thru 8/7	8/8 thru 8/19								
Incomplete and/or Unpaid Submissions within 14 Business Days	5	5	14	19	18	8	9	26	5	10	29	8	19	16	11	16								
Total Eligible for Completion within 14 business day window	37	31	62	79	91	62	81	81	65	69	122	65	54	57	74	70								
Submissions Not Completed within Elligible Time Period	2	0	0	1	0	0	2	2	0	1	4	2	0	2	1	0								
Total Completed	35	31	62	78	91	62	79	79	65	68	118	63	54	55	73	70								
Percentage Complete	95%	100%	100%	99%	100%	100%	98%	98%	100%	99%	97%	97%	100%	96%	99%	100%								

Applications completed prior to 14 day turnaround (only those with proper documentation and fees paid): **Total Completed divided by Total Eligible for Completion within 14 business day window = Percentage Complete**

Number	Percentage
70/70	100%

14 business days from August 8 - August 19

	January		February		March		April		May		June		July		August		September		October		November		December	
Total Applications Received	135		166		186		202		180		208		157		185		63							
5 Business Days for Communication	1/10 thru 1/23	1/24 thru 2/6	2/7 thru 2/18	2/19 thru 3/6	3/7 thru 3/27	3/28 thru 4/10	4/11 thru 4/24	4/25 thru 5/8	5/9 thru 5/22	5/23 thru 6/5	6/6 thru 6/26	6/27 thru 7/10	7/11 thru 7/24	7/25 thru 8/7	8/8 thru 8/21	8/22 thru 9/1								
Total Eligible for Communication	36	76	98	73	103	90	107	79	79	80	143	73	84	85	85	69								
Total Not Communicated to within 5 Business Days	1	0	2	0	0	0	0	0	1	0	0	0	0	0	2	0								
Total Communicated to within 5 Business Days	35	76	96	73	103	90	107	79	78	80	143	73	84	85	83	69								
Percentage Complete	97%	100%	98%	100%	100%	100%	100%	100%	99%	100%	100%	100%	100%	100%	98%	100%								

Customers that have been contacted within 5 business days: **Total Communicated to within 5 Business Days divided by Total Eligible for Communication**

Number	Percentage
69/69	100%

5 business days from August 22 - September 1

Environmental Health - Total Services

Board of Commissioner Monthly Report



APPLICATIONS RECEIVED

	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Well	40	45	52	54	37	58	48	60	17				411
Septic	32	56	53	68	46	54	42	52	21				424
Loan Eval.	7	13	7	17	11	11	12	10	5				93
MDHHS Eval.	5	7	3	6	5	8	9	5	2				50
SESC	36	26	47	46	57	51	34	46	17				360
Raw Land/Soil Eval.	15	19	21	8	21	22	10	11	1				128
Investigative Fieldwork	0	0	3	3	3	4	2	1	0				16
Monthly Totals	135	166	186	202	180	208	157	185	63	0	0	0	1482

SERVICES PROVIDED

PERMITS ISSUED	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Well	37	37	52	46	34	62	54	62	14				398
Septic	36	40	63	45	51	60	54	50	15				414
Loan Eval.	3	13	11	5	7	13	8	14	1				75
MDHHS	5	7	5	2	7	4	7	8	1				76
SESC	31	38	35	40	40	43	37	54	9				327
Raw Land/ Soil Eval.	11	17	13	8	13	16	11	7	1				97
Monthly Totals	123	152	179	146	152	198	171	195	41	0	0	0	1357

Other Services Completed	January	February	March	April	May	June	July	August	September	October	November	December	YTD Total
Well Finals	87	85	29	40	18	11	8	26	3				307
Septic Finals	21	14	29	34	37	28	42	52	19				276
SESC Inspections	10	14	14	173	267	259	247	330	58				1372
Investigative Fieldwork	0	0	3	3	3	4	2	1	0				16
Monthly Totals	118	113	75	250	325	302	299	409	80	0	0	0	1971

Total Services Provided	241	265	254	396	477	500	470	604	121	0	0	0	6656
--------------------------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	---	---	---	------

Allegan County Water Study Workgroup

Meeting Minutes

Date of meeting	Wednesday, September 7, 2022 4:00 pm
Present:	Dean Kapenga, Doug Sweeris, Ric Curtis, Tom Kunetz, Zach Curtis
On Zoom:	Erick Elgin, Brian Talsma (arrived 2:15 pm)
Members not in attendance:	Chad Kraai, Jay Drozd, John Shagonaby
Guests and staff:	Jaclyn Hulst, Randy Rapp and Jill Dunham
Next meeting:	Wednesday, September 21, 2022

1. Approval of Agenda

Comment from Jaclyn: Asked whether the Phase 1 Study by Hydrosimulatics used the corrected Wellogic data. Zach with Hydrosimulatics stated that they did use the updated data provided in July 2020.

2. Action Items from previous meeting

- a) Request for Action to Board of Commissioners: Water Study Workgroup recommendation for ARPA funds awarded to local units of government – Randy Rapp
Jill Dunham submitted the Request for Action and the Board of Commissioners voted to approve all recommendations and only recommended projects at their meeting on 8/25. Dean Kapenga stated that Rob Sarro had promised the Finance Director would get back to the local units of government by September 16th.
- b) Private well count: Zach will work with Jill to determine the number of private wells in the county. Would also like to know the population or households served by private wells. City of Allegan has 1900 connections and just over 5,000 people.
- c) Can ARPA funds be used for private wells? Jill researched ARPA and determined that ARPA can only be used by a local unit of government. Even though ARPA can be used to add people with contaminated wells to the municipal water system.
- d) Well types: Randy supplied the EGLE infographic; it's attached to these minutes.
- e) Monitoring wells - Randy
 - 2 monitor wells installed so far
 - Trowbridge Township Hall - 370 feet – to get the full profile - all the way to the bedrock (lots of sand)
 - Allegan County Health Dep - 263 feet to Marshall Sand Stone. They set the screen. Will check back in a couple weeks to see if the static water level has equalized. Then they will start monitoring.

The crew can't finish the 3rd monitoring well, due to Trowbridge taking longer and some illness on the crew. John Yellich will speak to Chad Kraai about putting in the 3rd well in Shelbyville/Gun Lake area (close to Chad's office) end of Oct/early Nov.

USGS operates a national monitoring system. Michigan results are being shared with USGS.

EPA has a water quality portal per Erick Elgin. Erick will send the link to Randy Rapp. EPA scope is super fund and other clean-up sites they work on.

- f) Jay Drozd has not attended any meetings since the first one. Jill and Randy will pursue removing and replacing him. [Note: After the meeting, Jill got Jay's number from his application and called Jay. Jay has been very busy and was not aware when he joined that there would be this many daytime meetings. He requested to be on the workgroup, because he is very concerned about the water situation. Jay will call Randy soon to discuss whether he will continue or resign.]

3. Discussion

BEST intelligent Decision Support System Tool – Review Proposal submitted by Hydrosimulatics INC

Zach presentation of DSS proposal (attached to minutes) and discussion.

Quantity – system has tools to show:

- How deep a well needs to be in a specific area.
- Expected yield. Water use in a specific area.
- General data captured that allows for site specific analysis.
- How thick is the aquifer today?
- How will it be affected if wells are added that pump x quantity of water/day?

Quality - automate water quality data collection

Soil data collected nationally will be included in the system. Significant big data is being collected nationally, which could potentially be included - as needed in the future.

Training - what kind of training comes with this proposal?

- Traditional documentation and user manual.
- Situational management guidebook system – within the DSS program there will be help buttons to explain terms, values used and links to relevant policy. Help button will tell you what goes into the analysis, data that went into the analysis and link to learn more on the topic.
- Workshops - Virtual webinar and In-person
- During development and customization phase, Hydrosimulatics will present and demonstrate a preliminary version (first opportunity to learn to administer the system)
- Included in proposal \$8,000 for one week of virtual training unlimited attendees

Tom Kunetz asked Randy (County Health Department) and Doug (Allegan City) if they can see this being used. Doug and Randy did mention examples of how they could use it. Randy indicated he thought it would be used even more by townships.

This system will be a first of its kind, at least in Michigan. The system combines the water analysis tools with mapping. There are other systems that do mapping, but not the hydrological modeling tools.

Tom Kunetz asked, “Do we have the users that can benefit from this sophisticated tool?” Do we need a Ground Water Steward? Someone who can be the primary user of this tool and they are responsible for strategic planning for water. Education of townships on the effects of commercial businesses, agriculture and residential development on the aquifer and a driver for zoning decisions.

Brian Talsma has questions about longevity of the system. What happens if Hydrosimulatics discontinues the system or goes out of business? Zach agreed that this is an important issue. Further discussion is needed.

Steve was asked about IT support for DSS. Steve expressed a concern about paying Hydrosimulatics to “develop the product.” Customization to meet the needs of Allegan County is expected, but it appears that the actual product is conceived, but not developed yet. This product once developed, could be sold to other counties.

Review Recommendation document prepared by Tom Kunetz:

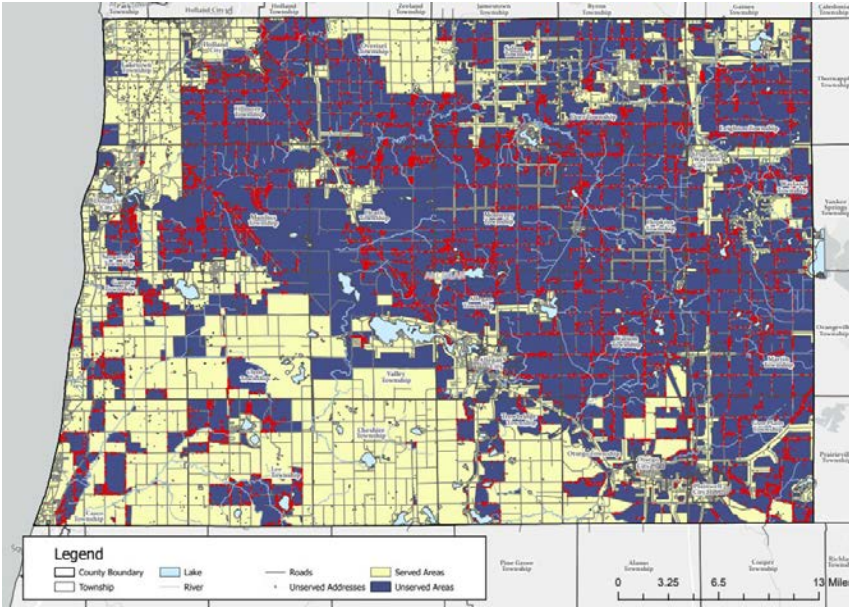
- Phase 2: Screening Level Modeling, Risk Analysis and Ranking Study
- BEST Intelligent Decisions Support System Toll
- Water Supply Master Plan
- Water Table Monitoring Wells
- Private Well Water Quality Data Collection and Monitoring Program
- Public Education and Outreach Program
- New Position: Groundwater Steward
- Low Production Private Wells

4. Action Items

- Jill will send Tom the recommendation submitted to the Board of Commissioners
- Zach and Jill will determine the number of private wells.
- Randy and Jill will work on number of residents served by private wells.
- Jill to contact EGLE for Type 1 well test results (water quality.) Can we get regular test results? Send to Randy Rapp. Anita Ladoseur - contact for private well construction - Heather Bishop for Type 1
- Randy will check with Carolyn Hobbs Kreger about Type 2 water quality data. County using Water Track - changing to new system.
- Steve and Zach will discuss IT concerns about the DSS software.

BROADBAND

RFP UPDATE



Bidders:

123.NET
 ACD.net
 AT&T
 Bloomingdale (BCI)
 Charter Spectrum
 Comcast Xfinity
 Frontier
 Mercury Broadband
 Midwest (MEC)
 Surf Broadband
 Trustream

Highlights:

	From	To
Road Miles	35	1379
# Target Addresses	345	11927
ISP Capital Investment	\$167,547	\$21,111,000
Funding requested from Allegan Co ARPA	\$1,815,300	\$20,743,707
Additional Funding Needed from BEAD or State ARPA	\$34,265,165	\$36,104,751
Total Cost of Build	\$2,048,669	\$74,618,506
% Capital	8%	54%
Cost per Address	\$1,835	\$10,259

Notes:






The number and quality of proposals exceeds our expectation. Allegan County is a desirable place for growth – both business and residential. The analysis of the proposals is underway – there is a lot to review and evaluate.

For more information, please contact:
 Jill Dunham
 Broadband Project Manager
jdunham@allegancounty.org
 269-673-0588

9/22/2022

ATTACHMENT C - FINANCIAL REPORT- JULY 31, 2022

SERVICES AT A GLANCE



 TOTAL BUDGET 2022: \$241,351			 TOTAL BUDGET 2022: \$728,621			 TOTAL BUDGET 2022: \$1,461,517			 TOTAL BUDGET 2022: \$154,321			 TOTAL BUDGET 2022: \$172,859					
PERCENT OF TOTAL BUDGET:			PERCENT OF TOTAL BUDGET:			PERCENT OF TOTAL BUDGET:			PERCENT OF TOTAL BUDGET:			PERCENT OF TOTAL BUDGET:					
7%			23%			45%			6%			6%					
ADULT DAY CARE			HOME DELIVERED MEALS			IN HOME SUPPORTS			PERSONAL EMERGENCY RESPONSE			SENIOR TRANSPORTATION					
BUDGET THROUGH CURRENT MONTH			BUDGET THROUGH CURRENT MONTH			BUDGET THROUGH CURRENT MONTH			BUDGET THROUGH CURRENT MONTH			BUDGET THROUGH CURRENT MONTH					
BUDGETED	ACTUAL	VARIANCE	BUDGETED	ACTUAL	VARIANCE	BUDGETED	ACTUAL	VARIANCE	BUDGETED	ACTUAL	VARIANCE	BUDGETED	ACTUAL	VARIANCE	BUDGETED	ACTUAL	VARIANCE
COST			COST			COST			COST			COST					
\$140,788	\$38,838	\$101,950	\$425,028	\$378,098	\$46,930	\$852,552	\$718,978	\$133,573	\$90,021	\$70,189	\$19,832	\$100,834	\$105,595	(\$4,760)			
UNITS (1 UNIT = 1 HOUR OF CARE)			UNITS (1 UNIT = 1 MEAL)			UNITS (1 UNIT = 1 HOUR OF CARE)			UNITS (1 UNIT = 1 DEVICE)			ADDITIONAL TRANSPORTATION COSTS					
13,735	3,789	9,946	56,520	50,279	6,241	24,359	20,527	3,831	4,287	3,518	769						
MONTHLY PERFORMANCE			MONTHLY TARGET TO DATE			MONTHLY TARGET TO DATE			MONTHLY TARGET TO DATE			MONTHLY TARGET TO DATE					
TARGET	ACTUAL	VARIANCE	TARGET	ACTUAL	VARIANCE	TARGET	ACTUAL	VARIANCE	TARGET	ACTUAL	VARIANCE	TARGET	ACTUAL	VARIANCE			
COSTS			COSTS			COSTS			COSTS			COSTS					
\$20,113	\$6,942	(\$13,171)	\$60,718	\$53,757	(\$6,961)	\$121,793	\$80,553	(\$41,241)	\$12,395	\$14,319	\$1,924						
UNITS			UNITS			UNITS			UNITS			UNITS					
1,962	677	(1,285)	8,074	7,148	(926)	3,480	2,302	(1,178)	590	716	126						
ADDITIONAL INFORMATION			ADDITIONAL INFORMATION			ADDITIONAL INFORMATION			ADDITIONAL INFORMATION			ADDITIONAL INFORMATION					
THIS MONTH	YTD		THIS MONTH	YTD		THIS MONTH	YTD		THIS MONTH	YTD		THIS MONTH	YTD				
21	CUSTOMERS	23	384	CUSTOMERS	435	418	CUSTOMERS	441	702	CUSTOMERS	770	150	TRIPS	1,385			
1	INTAKES	9	28	INTAKES	137	5	INTAKES	50	20	INTAKES	96	\$5,297	COST	\$50,429			
1	DISCHARGES	10	28	DISCHARGES	149	12	DISCHARGES	81	13	DISCHARGES	103	\$2,262	AD'L TRNSP	\$15,834			
1	REFERRALS	32	23	REFERRALS	151	36	REFERRALS	164	27	REFERRALS	126	VOL TRANSP = 29% OF TRANSP BUDGET					
13	WAITING	22	0	WAITING	0	40	WAITING	64	0	WAITING	0	BUS TRANSP = 71% OF TRANSP BUDGET					
DATE OF OLDEST REFERRAL:			DATE OF OLDEST REFERRAL:			DATE OF OLDEST REFERRAL:			DATE OF OLDEST REFERRAL:			ADDITIONAL INFORMATION					
06/07/22			N/A			5/23/2022			N/A			60	RIDERS	470			
												5	NEW RIDERS	54			
												0	UNMET RIDES	3			



ALLEGAN COUNTY SENIOR & VETERAN SERVICES
 3255 122ND AVENUE, SUITE 200
 ALLEGAN, MI 49010
 (269) 673-3333 OR TOLL FREE (877-673-5333)

ATTACHMENT C - FINANCIAL REPORT- JULY 31, 2022

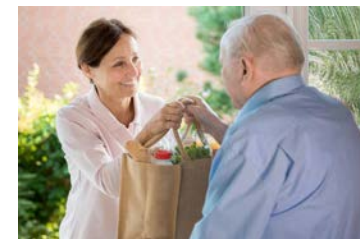
ADMINISTRATIVE BUDGET AT A GLANCE

				TOTAL BUDGET 2022: \$438,490		BUDGET STATUS - EDEN*					
						2022 REVENUES			2022 EXPENDITURES		
						BUDGETED	THIS MONTH	YTD	BUDGETED	THIS MONTH	YTD
						\$2,840,030	\$15,174	\$2,722,501	\$3,197,159	\$220,855	\$1,364,942
BUDGET THROUGH CURRENT MONTH			ADDITIONAL INFORMATION			2022 FUND BALANCE STATUS					
BUDGETED	ACTUAL	VARIANCE	THIS MONTH			BEGINNING FUND BALANCE			\$1,117,922		
\$255,786	\$220,855	(\$34,931)	\$27,720	COMPENSATION		10% BEST PRACTICE RESERVE			\$319,716		
MONTHLY PERFORMANCE			\$6,718	OPERATIONS		AVAILABLE TO SUPPORT OPERATIONS			\$798,206		
TARGET	ACTUAL	VARIANCE	(TRAVEL, SUPPLIES, EQUIPMENT, ETC.)			FUND BALANCE INCLUDED IN CURRENT BUDGET			(\$357,129)		
\$36,536	\$39,522	(\$2,986)	\$5,084	INDIRECT COSTS		UNBUDGETED UNIT INCREASE (HDM)			(\$39,910)		
			(OFFICE SPACE, PHONES, COMPUTERS, ETC.)			UNBUDGETED UNIT RATE INCREASE (IN-HOME)			(\$410,851)		
PERCENT OF TOTAL BUDGET			TOTAL ADMINISTRATIVE COSTS			TOTAL FB PLANNED TO USE IN 2022			(\$9,684)		
13%			\$39,522	\$207,698		PROJECTED FUND BALANCE AT END OF 2022: \$310,032 (incl. Reserve)					


*EDEN REPORTS DO NOT INCLUDE CURRENT MONTH'S COSTS



ALLEGAN COUNTY SENIOR & VETERAN SERVICES
 3255 122ND AVENUE, SUITE 200
 ALLEGAN, MI 49010
 (269) 673-3333 OR TOLL FREE (877-673-5333)



MARKETING REPORT

MARKETING EFFORTS														
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL YTD	
TV COMMERCIAL		16,626	36,033	46,527	59,501	74,038	14,537	14,718					261980	
RADIO COMMERCIAL		50	67	111	43	111	43	111					536	
DIGITAL RADIO (SPOTIFY)		2,648	10,922	NA	NA	NA	NA	NA					13570	
MAILER		6,472	NA	NA	NA	6472	6,472	NA					19416	
BILLBOARD (IMPRESSIONS)*		550,460	299,924	299,924	147,200	147,200	NA	NA					1444708	
DIGITAL ADS								49,492					49492	
SOCIAL MEDIA														
PRINT AD		2	2	2	3	2	6,336	3					6350	
CLIENT RESPONSE TO REFERRAL QUESTION: "WHERE DID YOU HEAR ABOUT THESE SERVICES?"														
BROCHURE		3	16	2	1	6	9	4					41	
WEBSITE		16	13	13	6	5	18	16					87	
TV COMMERCIAL		0	2	2	0	0	0	3					7	
CARD IN MAIL		6	23	3	0	2	7	7					48	
BILLBOARD		1	0	0	0	1	0	1					3	
SOCIAL MEDIA		2	5	1	2	0	5	3					18	
PRINT AD		0	4	1	0	0	1	0					6	
HEALTH CARE REFERRAL			40	28	37	30	22	34					191	
HOSPICE REFERRAL			5	5	6	3	4	1					24	
FAMILY OR FRIEND			15	27	19	36	45	53					195	
OTHER		53	11	26	13	26	39	27					195	
MONTHLY TOTAL		81	134	108	84	109	150	149	0	0	0	0		
NEW REFFERALS														
ADULT DAY CARE	3	6	4	9	4	6	0	0	0	0	0	0	32	
HOME DELIVERED MEALS	20	20	24	16	19	29	23	0	0	0	0	0	151	
ESSENTIAL IN HOME SUPPORTS	18	12	33	25	26	14	36	0	0	0	0	0	164	
PERS	28	27	26	27	18	27	40	0	0	0	0	0	193	
TRANSPORTATION	11	11	4	8	0	0	0	0	0	0	0	0	34	
MONTHLY TOTAL	80	76	91	85	67	76	99	0	0	0	0	0		
CONTRACT STATUS														
INVOICES SUBMITTED - 2021													\$16,300	\$16,300
INVOICES SUBMITTED - 2022	\$12,000	\$5,515	\$5,575	\$5,534	\$4,934	\$5,125		\$5,666						\$44,349
*Impression are the number of vehicles that passed by the billboard									TOTAL COST TO DATE: \$60,649 CONTRACT AMOUNT: \$95,000 AVAILABLE TO COMPLETE PROJECT: \$34,351					
A ATTACHMENT C PG 3 OF 3														

City of Plainwell



“The Island City”

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

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

To: City Council
From: Sandra Lamorandier, Personnel Manager
Subject: Foreman Job Description
Date: October 6, 2022

At the June 27, 2022 meeting you approved the City Manager to sign a 4-year contract with the list of tentative changes to be made to the current SEIU contract.

The list of changes included a foreman’s position to be added. I have attached the job description here for your general information.

CITY OF PLAINWELL
Job Description
Public Works Foreman

Supervised By: Superintendent of Public Works

Supervises: No day-to-day supervisory responsibility; provides leadership and instruction to personnel, seasonal workers, or others as directed, and acts as Public Works Superintendent in that person's absence as assigned.

FLSA Status: Non-Exempt

Position Summary:

Under the general supervision or in the absence of the Public Works Superintendent, helps the Superintendent plan, organize and coordinate the operations and personnel of the Public Works Department. Performs related administrative duties and oversees all operational areas which include streets and sidewalks, water and sewer systems, parks, fleet maintenance, buildings, grounds, and horticulture/forestry. This position must also have extensive knowledge and skill in 2 of the 4 fields with the ability to acquire a working knowledge of the 3rd and 4th within 1 year; welding/fabricating, full street asphalt paving, concrete, and GIS. This position will work in the field with the crew a minimum of 32 hours per week.

Essential Duties and Responsibilities:

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

When Public Works is used it refers to all of these areas:

Water Distributions Sewer Collection, Storm Water, Parks, Streets, Sidewalks, Fleet, Buildings, Grounds, and Horticulture/Forestry.

1. Complete sometimes difficult and complex tasks in the maintenance and operations of all areas under the Public Works Department on a daily basis.
2. Perform routine inspections of various projects.
3. Surveying and construction layout as necessary.
4. Participate in long and short-term project scheduling.
5. In absence of the Superintendent, acts as department spokesperson, establishing and maintaining effective relationships with the public, areas businesses, City Manager, City officials, and other employees. Responds to public inquiries and investigate complaints.

*The City of Plainwell is an equal opportunity provider and employer.
All employment is decided on the basis of qualifications, merit and business need.*

6. Install and repair water meters, fix water leaks, perform various tests, maintain pumps, monitor pump stations, and tanks, and track material inventories as needed with the City Water Operator.
7. Public Works and Administration Vehicles: perform maintenance and repairs, maintain records, and schedule vehicle/equipment inspections.
8. Complete regular training as appropriate to maintain credentials and for professional development.
9. Follow all the safety rules and procedures for work areas, including traffic control plans per the Manual on Uniform Traffic Control (MUTCD, and where appropriate, direct the use of personal protective equipment.
10. Provide excellent customer service including responding to telephone calls, written requests, and inquiries, meeting with citizens to answer questions or resolve complaints, as well as assisting the Public Works crew, City Staff, and others with special events or emergencies, as needed.
11. Perform other responsibilities and duties as assigned, including special projects.

Minimum Qualifications:

- Possession of a valid driver's license.
- Possesses Commercial Driver's License Class "B" with airbrakes or the ability to obtain upon hire.
- Pass recertification and maintain CDL physical requirements.
- Possession of High School Diploma or equivalent.
- Can operate all Public Works Department vehicles and equipment.
- Complete physical and drug screen.
- Can read and write basic English.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles and practices of equipment and tools used in operating, maintaining, repairing, and constructing in each area of the Public Works Departments.
- Thorough knowledge and skill of welding and fabricating or the ability to obtain within 1 year.
- Thorough knowledge and experience as a concrete finisher to complete a job from start to finish, or the ability to obtain within 1 year.
- Thorough knowledge and skill to perform full street asphalt paving in all areas and completely operate all equipment needed or the ability to obtain in 1 year.
- General knowledge and skill to utilize GIS mapping equipment or the ability to obtain in 1 year.
- Knowledge of the laws, ordinances, and regulations governing the operation of the Public Works Department.
- Knowledge of modern management procedures and practices as applied to public works activities.
- Ability to organize, maintain records and compile reports.

- Ability to establish and maintain effective working relationships with crew, other staff, private contractors/developers, and the public in a courteous and professional manner.
- Knowledge of basic computer and math skills.
- Possession of, or ability to obtain, entry-level water certifications.

Tools and Equipment Used

- Computers, phones, radios
- Manual tools (example: hammer, screwdriver, rakes, ladders)
- Welding and fabricating equipment
- Power tools (example: chain saw, weed whips, push mower, drills)
- Light to heavy equipment (example: riding mower, sewer vac, backhoes, dump trucks, pull paver, snow plows, skid steer)
- Personal protective equipment such as a respirator and other safety equipment, such as hard hats, gloves, safety glasses, and ear protection.

Physical and Cognitive Demands

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must be able to lift up to 50 pounds at times.
- Must be able to stoop, kneel, crouch, reach, twist at the waist and stand.
- Perform repeating motions that may include wrists, hands, and/or fingers.
- Must be able to work in all types of weather, including wet, extremely hot, and extremely cold.
- Ability to listen, understand and follow directions.
- Distinguish colors, such as color-coded underground service alert markings and color-coded traffic signs.
- Hear and distinguish various sounds, such as the voices of workers in busy, noisy environments and sounds of operating equipment.
- Work while standing for up to eight hours per day.

Work Environment

The position will require work under the following:

- Dig with a shovel and digging bar in all kinds of soil and moisture conditions.
- Work on an incline for various tasks on construction sites, ditches, and road slopes.
- Work 3 to 4 feet, twist, and lift below surface grade.
- Drive a City vehicle to and from a worksite, and all day when reading water meters.
- Open and close valves with turning or twisting motions.
- Work on hands and knees and possibly while lying on one's back.
- Frequently clean vehicles, tools, and equipment using bending and twisting motion.
- While in the field the employee is occasionally exposed to machinery and vibration, chemicals and fumes, and high and precarious places

- Noise levels will range from an office setting to extremely loud to warrant hearing protection
- Work in all types of weather (heat, cold, rain, snow).

Reasonable accommodations can be made to enable individuals with disabilities to perform essential functions.

Selection Guidelines:

Formal application, rating of education and experience; oral interview, background, and reference checks; job-related tests may be required.

The duties, work environments, and tools listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

This job description does not constitute an employment agreement and is subject to change by the city as the needs of the city and requirements of the job change.

ACKNOWLEDGMENT

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

Signature of Employee

Date

Reports & Communications:

A. Public Hearing – Zoning Variance Application

Application has been made to request a zoning variance for the property at 371 12th St Parcel A. The variance is requested to maintain uniformity with brand standards. Notice has been sent to all properties within 300 feet and the notice of Public Hearing was posted as required.

Recommended action: Hold a public hearing to receive comments regarding a zoning variance request for 371 12th St Parcel A.

B. Rental Rehab – Contract Approval

The rental rehab project application was previously approved on June 13, 2022, and the developer's agreement has been completed. The proposed budget has been finalized, and contractors have been selected. Community Development Manager Siegel recommends approving all proposed budget spending and contracts associated with the project.

Recommended action: Consider approving all spending and contracts associated with the rental rehab CDBG grant for 112 N. Main Street.

C. DPW – Elevator Inspection and Maintenance Contract

The previous contractor had some issues completing repairs and providing proper testing and inspections. They terminated the contract and Superintendent Nieuwenhuis sought bids from other contractors for the inspections and maintenance for the mill building freight elevator and William Crispe elevator. Two did not respond however Great Lakes Elevator viewed both elevators and is able to handle the work needed.

Recommended action: Consider approving a contract with Great Lakes Elevator in the amount of \$6,500 for the annual and three year inspections and \$650 for quarterly inspections.

D. Mill Demolition – Lien Waiver/Subcontractor Issues

Melching submitted a final pay request with final lien waivers for all subcontractors except Division 7, the roofing subcontractor. Division 7 and Melching are in a dispute about whether each owes the other money, and this issue has held up the final lien waiver from Division 7 and final warranty work related to the roof. Manager Wilson would like authorization to work with the City Attorney to resolve the issue which could include paying Division 7 for the outstanding invoices totaling \$11,206.76.

Recommended action: Consider authorizing the City Manager to collaborate with the City Attorney to resolve the issues with Division 7 and Melching, Inc related to the roof work, including the final lien waiver and warranty.

Reminder of Upcoming Meetings

- October 11, 2022 – Plainwell DDA/BRA/TIFA – 7:30am
- October 13, 2022 – Plainwell Parks & Trees – 5:00pm
- October 19, 2022 – Plainwell Planning – 7:00pm
- **October 24, 2022 – Plainwell City Council – 7:00pm**

Non-Agenda Items / Materials Transmitted

- Allegan County Board of Commissioners Update Administrator's Report – September 22, 2022
- Foreman's Job Description