

City of Plainwell



“The Island City”

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

Agenda Planning Commission March 15, 2017 7:00 PM

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Minutes: 02/01/17 Planning Meeting**
5. **Chairman’s Report**
6. **New Business:**
 - A. Demolition Plans for Plainwell Diner
 - B. Rezoning of the property at 201 E. Bridge St. and site plan approval for expansion of Companion Animal Veterinary.
7. **Old Business:**
8. **Public Comment**
9. **Reports and Communications:**
 - A. 1/23/17, 2/13/17 and 2/27/17 Council minutes
10. **Staff Comments**
 - A. **City Update** – USDA Grant Extension Project of Prince St.
11. **Commissioners Comments**
12. **Adjournment**

The City of Plainwell is an equal opportunity provider and employer

**CITY OF PLAINWELL
MINUTES
Planning Commission
February 1, 2017**

1. Call to Order at 7:00 p. m. by Chair Lubic
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Chris Haas, Jay Lawson, Lori Steele, Diana Lubic, Chris Slinkman, Jim Higgs Excused Absent: Gary Sausaman
4. Approval of Minutes – 12/21/16:
Haas moved to approve the minutes and it was supported by Slinkman
5. Chairperson’s Report:
Lubic commented about an article on zoning standards for tiny houses.
6. New Business:
 - A. **Otsego Township Master Plan** – Higgs commented about not seeing revisions for multifamily housing; there seemed to be a great deal of land committed for Agriculture; and commented on the strip being used to create a nice entrance into Otsego.
 - B. **Medical Marijuana Law** – the board would like to look into what other communities are doing. They want to be well informed and have a total understanding on this law prior to making a decision. Two Planning Commissioners are attending the Marijuana Luncheon in March, presented by Allegan County Substance Abuse Committee along with staff.
7. Old Business:
 - A. None
8. Public Comment:
None
9. Reports and Communications:
 - A. Accepted the 12/12/16; 12/27/16 & 1/09/17 Council Minutes.
10. Staff Comments:
Denise discussed the Interurban Trail Meetings and invited anyone from the Planning Commission to attend.
11. Commissioner Comments:
None
12. Adjournment:
The meeting was adjourned at 7:35 p.m.

Minutes submitted by Denise Siegel, Economic Development Manager

CITY OF PLAINWELL



PROJECT / SITE PLAN REVIEW FORM

Rev. 8/2005

Today's Date: 2/17/17

Parcel Number: 55-100-031-00

Project Site Address: 201 E. Bridge St.

Owner(s) w/Contact Information: Gregory C. Hassel, 2477 103rd Ave. Otsego, MI 49078 (269)-685-5484

Contractor(s) w/Contact Information:

Current Zoning: SB

Wellhead Protection/Flood Hazard District?

Description of Proposed Project:

1. Is The Project a Permitted Use? **yes** If No, Is Proposed Use a Permitted Use After Special Approval?

2. Have All The Necessary Copies Of The Proposed Project Been Submitted (PDF Format)?

3. Zoning Permit has Been Completed? **yes**

4. Is the Site Plan Accompanied By:

- Legal description- Lot 31 O.P. sec 29 / 03-55-100-031-00
- Gross land area with north point
- Zoning classification- **SB requested to rezone to CBD**
- Zoning and land use of abutting lots, w/structures and improvements indicated-
- Name and address of person preparing the site plan- **Robs Design, Plainwell**
- Scale-
- Structure location(s)-
- Dimensions of lot and property lines-
- Location of all structures on subject and abutting properties-
- Location of each proposed structure, w/use(s), w/number of stories, gross building area-?
- Distances between structures and lot lines, setback lines-
- Occupancy type
- Fire exits **Yes adequate**

5. Parking (and Paving) **Existing**

- Proper number of parking spots/handicap? yes
- Location of loading docks/zone?
- Adequate loading space?
- Asphalt or gravel requirement met?

6. Landscaping

- Location and volume meets requirement?

7. Lighting

- Exterior lighting kept substantially on property?

8. Traffic Flow (vehicular and pedestrian) **Existing**

- Driveway permit needed?
- Does traffic circulation provide safe vehicular and pedestrian flow **Yes**

- Public safety vehicle access? **Yes**
- Fire lanes needed? **No**

9. Storm Water Retention

- Location of proposed storm collection area shown?
- Adequate size?

10. Dumpster Existing

- Location and screening?

11. Water and Sewer Lines (hookups)

- Will permits be needed?
- Size and location of water connections/meter(s)?
- Is a backflow preventer required?
- Size and location of sewer connections?
- Hydrant location **#306 adjacent to building on N Anderson adjacent to building, #302 north of on N. Anderson north of Bannister, #305 Cushman east of N. Anderson**

12. Noise, Odor, Particulate, Vibration, Combustible or Hazardous Material Concerns

13. Signage Plan Existing

- Describe plan:

14. Outside Storage

- Will outside storage be required?
- Proper screenage and distances met?

15. Is Minimum/Maximum Lot Width Requirement Met? **Yes**

16. Is Minimum/Maximum Lot Area Requirement Met? **Yes**

17. Is Minimum/Maximum Height Requirement Met? **Yes**

18. Setback Requirements **CBD (To Line)**

- Front? **To Line**
- Back? **To Line**
- Side? **To Line**

19. Phase Construction (if applicable)

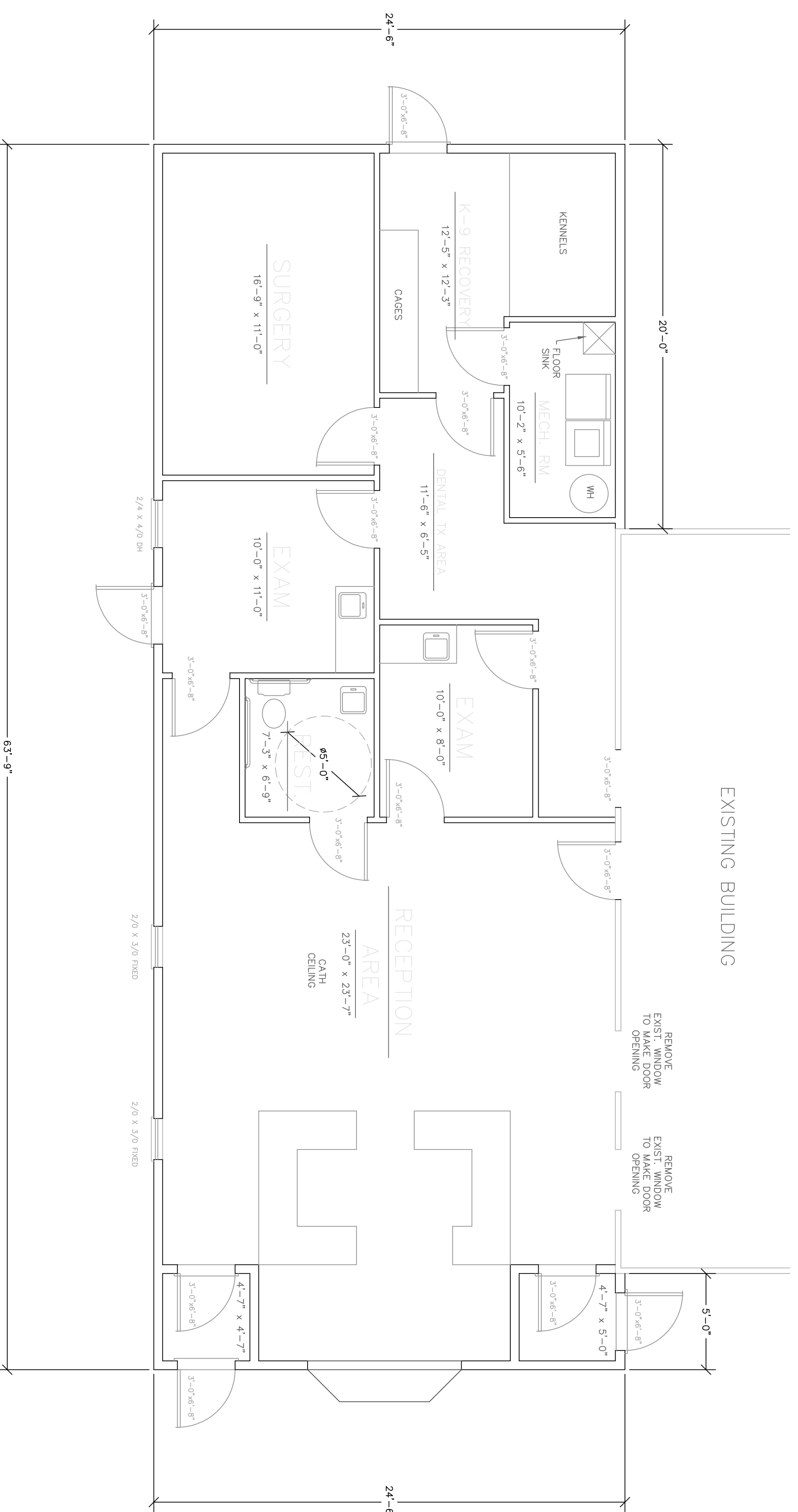
- Description of each phase:

20. Fire Suppression Considerations (if applicable)

- Is sprinkler needed or recommended **NR**
- Fire Pump needed (3 stories or more) **NR**

Bill Bma
3/9/17

Quinn Siegel
3/9/17



FLOOR PLAN

— EXISTING
 — NEW

Xref to: /handicap/ncbath

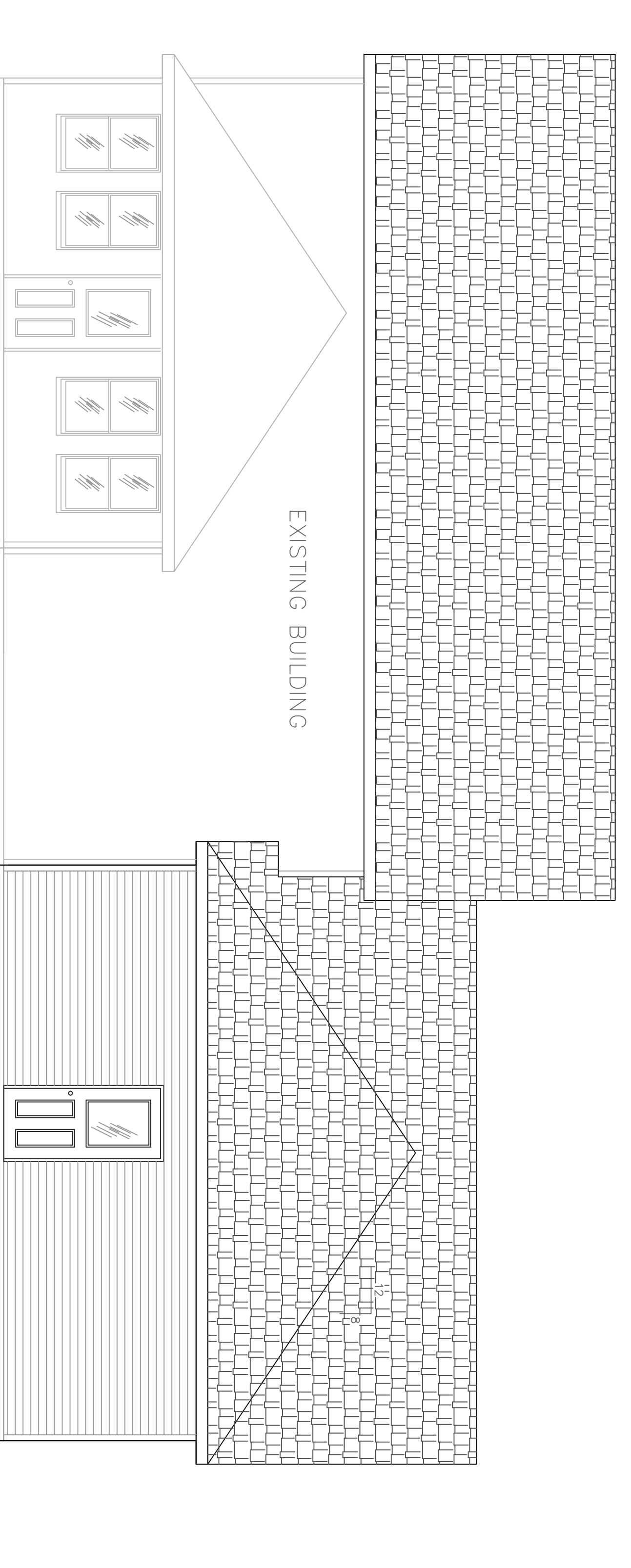
NOTE: All Federal, State and local codes, ordinances, regulations, etc. shall be considered as part of this project. The contractor shall verify all dimensions before proceeding with construction. The contractor shall be responsible for obtaining all necessary permits. The contractor shall be responsible for all construction. The contractor shall be responsible for all construction. The contractor shall be responsible for all construction.

ROB'S DESIGN'S

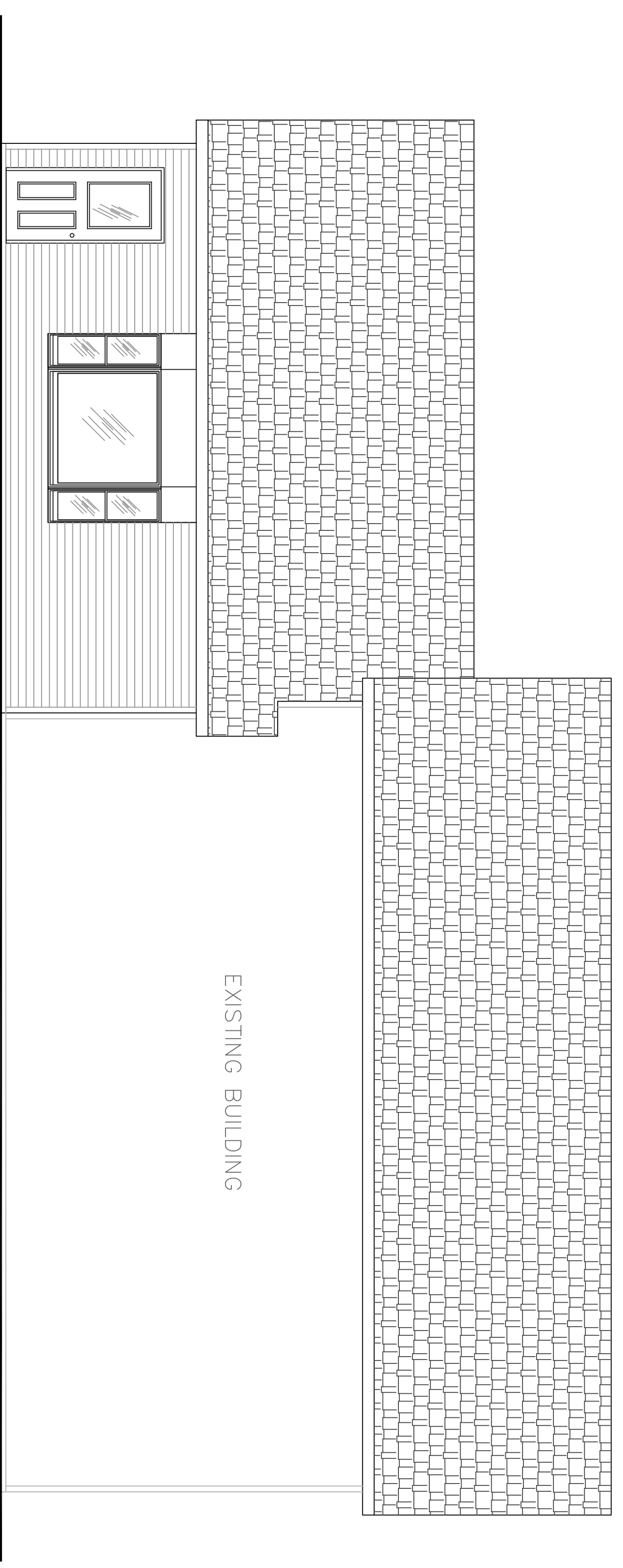
PLANNING, INC.

SCALE: 1/4" = 1'	DRAWN BY: ROB	DRAWING NUMBER:
DATE: 11/14/16	REVISED:	COMPANION 1

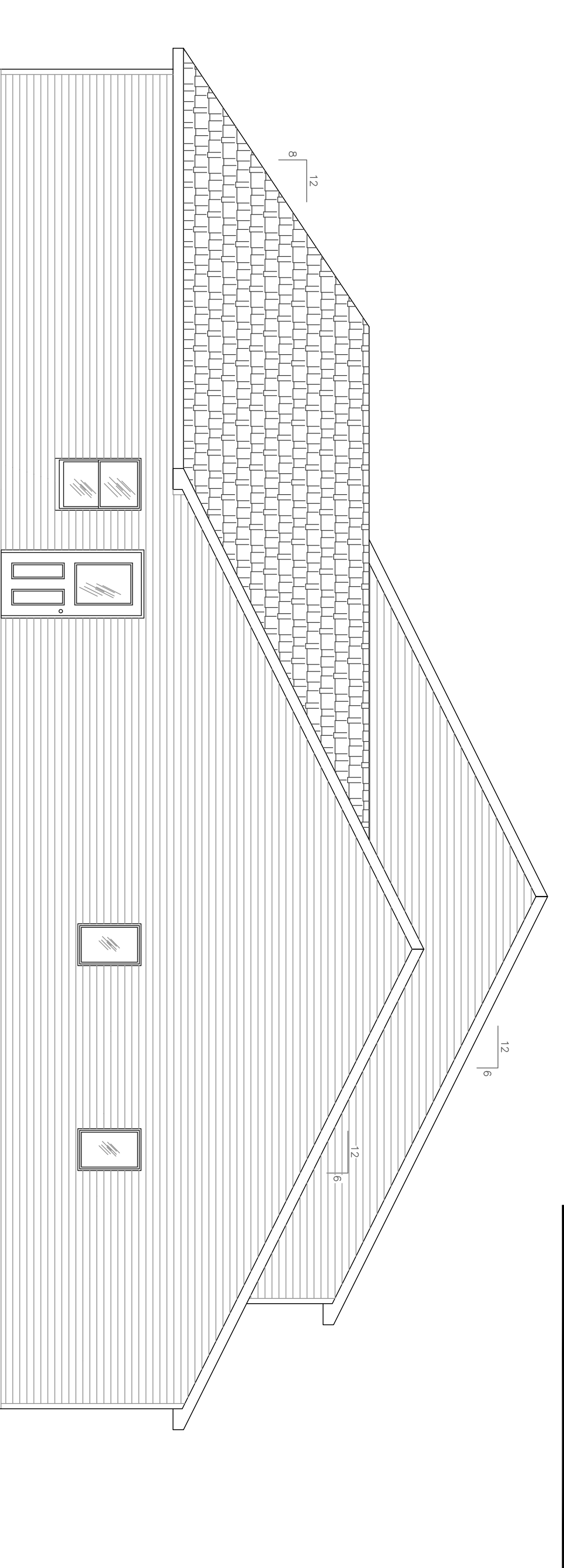
ADDITION TO EXIST. BUILDING
 WROBLESKI-COMPANION



FRONT ELEVATION



REAR ELEVATION



RIGHT ELEVATION

— EXISTING
 — NEW

NOTE: All Federal, State and local codes, ordinances, regulations, etc. shall be considered as part of this design. The contractor shall verify all dimensions before proceeding with construction. *****
 ***** The drawing and design is the copyrighted property of ROB'S DESIGN *****

ROB'S DESIGNS
 PLANETILL, WI 53090
 (262)368-1949

SCALE 1/4" = 1'
 DATE 11/14/16
 DRAWN BY ROB
 CHECKED BY COMPANIONF

ADDITION TO EXIST. BUILDING
 WROBLESKI-COMPANION
 SHEET 1 OF 3

MINUTES
Plainwell City Council
January 23, 2017

1. Mayor Pro-Tem Steele called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Matt Hooper of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Pro-Tem Steele, Councilman Keeler and Councilman Keeney. Absent: Mayor Brooks and Councilman Overhuel.
5. Approval of Minutes/Summary:
A motion by Keeney, supported by Keeler, to accept and place on file the Council Minutes and Summary of the 01/09/2017 regular meeting. On voice vote, all voted in favor. Motion passed.
6. General Public / County Commissioner:
None
7. Agenda Amendments: None.
8. Mayor's Report: None
9. Recommendations and Reports:
 - A. Superintendent Updike noted an annual permitting process allowing city staff to work within the state highway right of way. The resolution is filed with the State and authorizes the DPW Superintendent and City Manager to apply with the Michigan Department of Transportation for the necessary permit to work within the State highway Right of Way on behalf of the city.
A motion by Keeney, supported by Keeler, to adopt Resolution 17-08, Performance Resolution for Governmental Agencies. On a voice vote, all in favor. Motion passed.
 - B. Director Bomar briefed Council about recent changes to the parking lot behind old city hall and the addition of speed bumps, which has helped slow traffic through that area. With the addition of signage at both entrances stating "No Thru Traffic", Director Bomar recommends adoption of Traffic Control Orders 461 and 462 authorizing the signs and related enforcement.
A motion by Keeler, supported by Keeney, to approve Traffic Control Orders 461 and 462 as presented. On a voice vote, all in favor. Motion passed.
 - C. Director Bomar briefed Council about a 2011 vehicle purchased by the County for emergency responses that has been housed at the Plainwell Public Safety building under a use agreement between the County and the City. The "Prime Mover" was purchased with grant funding by the county and is deployed regionally for emergency situations, with the city having limited access for its own purposes. The County would like to transfer ownership to the city, which would make the vehicle more available for city training and for other city needs. The city would be required to insure and maintain the vehicle, while making it available for regional emergency needs.
A motion by Keeler, supported by Keeney, to accept the transfer of ownership of the 2011 Ford F350 "Prime Mover" and authorize the City Manager to execute all documents related to the approved action. On a voice vote, all in favor. Motion passed.
 - D. Dan Veldhuizen of Siegfried Crandall PC presented the city's audited financial statements from June 30, 2016 to the Council. He noted that there were no reported internal control weaknesses, which is not typical with smaller government organizations. He reported that the city is financially healthy and that the staff is responsible in stewarding the resources available. He noted that Plainwell is one of three of his clients which actually prepares the financial statements for audit and that there were

no adjust adjustments. He praised the city's work on the long-term capital improvement plan.
A motion by Keeney, supported by Keeler, to accept and place on the file the audited financial statements as of and for the year ended June 30, 2016. On a roll-call vote, all in favor. Motion passed.

10. Communications:

A motion by Keeney, seconded by Keeler to accept and place on file the December 2016 DPS Report, the 2016 Building Permit report, the Draft January 12, 2017 Parks & Trees Minutes, the January 10, 2017 DDA/BRA/TIFA Minutes, the December 2016 Water Renewal Report and the October 25, 2016 M40/M-89 Corridor Minutes. On a voice vote, all in favor. Motion passed.

11. Accounts Payable:

A motion by Keeney, supported by Keeler, that the bills be allowed and orders drawn in the amount of \$136,249.90 for payment of same. On a roll call vote, all in favor. Motion passed.

12. Public Comments

None.

13. Staff Comments

Community Development Manager Siegel reported that the RRC Grant Self-Evaluation has been submitted for review. She noted working on fundraising for the dog park. Finally, she noted a February 4, 2017 ribbon-cutting ceremony for Dance Kraze.

Superintendent Updike noted work on GIS map and information reporting.

Personnel Manager Lamorandier reported reviewing recent law changes and their impact on the city.

Superintendent Pond noted continued work on major projects.

Director Bomar invited Council to a March 9 training for elected officials to discuss recent medical marijuana law changes.

City Manager Wilson noted that he's asked representatives from GHD to provide a briefing to Council about 2017 cleanup of the mill site.

14. Council Comments:

None.

15. Adjournment:

A motion by Keeler, supported by Keeney to adjourn the meeting at 7:33 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES
Plainwell City Council
February 13, 2017

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Steve Smail of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Mayor Pro-Tem Steele, Councilman Overhuel and Councilman Keeney.
Absent: Councilman Keeler.
5. Approval of Minutes/Summary:
A motion by Steele, supported by Overhuel, to accept and place on file the Council Minutes and Summary of the 01/23/2017 regular meeting. On voice vote, all voted in favor. Motion passed.
6. General Public / County Commissioner:
None
7. Agenda Amendments:
A motion by Steele, supported by Keeler, to add Item 9E – Resolution 17-09 USDA Grant Application, to the Agenda. On a voice vote, all in favor. Motion passed.
8. Mayor's Report: None
9. Recommendations and Reports:
 - A. Superintendent Pond reported that the system originally installed in 1980 with minor upgrades over the years, is in need of replacement for operational and efficiency purposes. He noted the three quotes that he received, one of which did not to the specifications of the requested. He noted that RW LaPine had taken over Suburban Mechanical, which has worked on this system in the past..
A motion by Keeney, supported by Overhuel, to award a contract for the replacement of the Control Building HVAC system in the amount of \$72,000, and to authorize the City Manager to execute all documents related to the approved action. On a roll-call vote, all in favor. Motion passed.
 - B. Superintendent Updike briefed Council on the availability of a 2006 Chevrolet C-8500 Dump Truck at auction. Staff has reviewed the vehicle and it exceeds the expectations for a replacement unit, which is included in the budget. Superintendent Updike noted that this would be the biggest and best vehicle in the fleet, if he wins the bid.
A motion by Keeney, supported by Steele, to approve the purchase of a 2006 Chevrolet C-8500 Dump Truck as presented in the Rangebid.com auction, for an amount not to exceed \$65,000. On a roll-call vote, all in favor. Motion passed.
 - C. Director Bomar briefed Council about the ongoing County project to upgrade radios and pagers county-wide. The equipment has been purchased and is being deployed by County. The County wishes to transfer ownership of the equipment to the city, which accepts the maintenance and upkeep of the equipment. The equipment being transferred is valued in excess of \$150,000.
A motion by Overhuel, supported by Steele, to accept the transfer of ownership of portage and mobile radios and pager equipment from Allegan County, in the amount of \$150,515 and authorize the City Manager to execute all documents related to the approved action. On a voice vote, all in favor. Motion passed.
 - D. City Manager Wilson briefed Council on an expansion at Darby Metal Treating that requires installation of a hydrogen tank on the property. The setback requirements encroach on a city outlet

on Wakefield Avenue in the Industrial Park. The Outlot is used for storm water retention purposes and the city has no other plans for that land and recommends a lease agreement with Darby Metal Treating to allow the setback requirements for the hydrogen tank. The tank is needed for continued upgrades to the operations at Darby Metal Treating, which has already added space to the existing facility and plans more expansion to the north. Tom Darby spoke to the great working relationship with the city over the years and Council appreciated how much his businesses have meant for the Park and the city has a whole.

A motion by Keeney, supported by Overhuel, to enter into a lease agreement with Darby Metal Treating Inc., allowing the necessary setback for the installation of a liquid hydrogen tank on the DMT property, and to authorize the City Manager to execute all documents related to the approved action. On a voice vote, all in favor. Motion passed.

- E. City Manager Wilson reminded Council of the requirements of the buy/sell with Sweetwaters to install 90' of road north of M-89 to extend Prince Street. There may be grant funds available through the USDA which could extend that project to 400' to the north, including the installation of water and sewer. Such a project would allow for future marketing opportunities for other properties along Prince Street North. The Resolution authorizes the City Manager to act as liaison with the USDA for grant application and processing purposes.

A motion by Steele, supported by Keeney, to adopt Resolution 17-09 as presented authorizing the City Manager to apply for grant funds with the USDA. On a voice vote, all in favor. Motion passed.

10. Communications:

A motion by Steele, seconded by Overhuel, to accept and place on file the 2016 DPS Annual Report and the January 2017 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.

11. Accounts Payable:

A motion by Keeney, supported by Steele, that the bills be allowed and orders drawn in the amount of \$306,230.67 for payment of same. On a roll call vote, all in favor. Motion passed.

12. Public Comments

None.

13. Staff Comments

Superintendent Updike reported that the gas company is working on re-laying gas mains on First and Second Avenues.

Community Development Manager Siegel noted that the Art Hop is scheduled for March 10 at 5pm with an After Party starting at 9pm at the Old Mill. She also noted that many fundraising efforts are underway for the Dog Park. Finally, she noted work on an application for a USDA Farmers Market Promotion Grant.

Superintendent Pond noted completion of upgrades the Wedgewood and Peach Court lift stations. He noted having attended training last week.

Director Bomar highlighted components of DPS Annual Report, specifically citing a reduction in crime in Plainwell of 14%. Councilman Keeney asked for and was given an update on the investigation related to the recent Clark Station incident.

Personnel Manager Lamorandier reported seeking and advertising for seasonal laborers in the parks.

Clerk/Treasurer Kelley noted work on the budget and upcoming election training on February 22 and 23.

City Manager Wilson noted that he continues working on the Capital Improvement Project.

14. Council Comments:

None.

15. Adjournment:

A motion by Steele, supported by Overhuel, to adjourn the meeting at 7:32 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully

Submitted by,

Brian Kelley

City Clerk/Treasurer

MINUTES
Plainwell City Council
February 27, 2017

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Brooks, Mayor Pro-Tem Steele, Councilman Keeler, Councilman Overhuel and Councilman Keeney. Absent: None.
4. Approval of Minutes/Summary:
A motion by Steele, supported by Overhuel, to accept and place on file the Council Minutes and Summary of the 02/13/2017 regular meeting. On voice vote, all voted in favor. Motion passed.
5. General Public / County Commissioner:
Commissioner Black updated Council about a county-wide committee considering a new road funding millage and that the County continues to seek input and feedback on the issue.
6. Agenda Amendments: None
7. Mayor's Report: None
8. Recommendations and Reports:
 - A. Clerk/Treasurer Kelley reminded Council of a 2016 action to grant the West Town Apartments special tax consideration upon funding for a large rehabilitation project. The developer approached the city about extending the one-year requirement for the project to commence. The city attorney drafted an Ordinance to amend the ordinances to allow for the project to begin before March 10, 2018. Nate Rykse, representing West Town Apartments, noted that the funding had been secured and that many closings were happening to finish that part of the project.
A motion by Keeler, supported by Steele, to approve the first reading and waive the actual reading of Ordinance 378 for West Town Apartments. On a voice vote, all in favor. Motion passed.
 - B. City Manager Wilson briefed Council about having received a Letter of Intent from Steve Tyre to purchase the former Harding's building for an ACE Hardware Store. The city attorney drafted a resolution to approve the sale of property.
A motion by Keeler, supported by Overhuel, to adopt Resolution 17-10, approving the sale of property for an ACE Hardware Store and to authorize the City Manager to execute all documents on behalf of the city. On a voice vote, all in favor. Motion passed.
 - C. Director Bomar noted that as part of ongoing replacement of turn-out gear, he had identified two staff who needed new gear. The project is included in the current year operating budget.
A motion by Keeney, supported by Keeler, to approve the purchase of fire turn-out gear from Time Emergency Equipment for \$4,250. On a voice vote, all in favor. Motion passed.
9. Communications:
A motion by Steele, seconded by Overhuel, to accept and place on file the February 9, 2017 Allegan County Commission Minutes and the January 2017 Water Renewal Report. On a voice vote, all in favor. Motion passed.
10. Accounts Payable:
A motion by Keeler, supported by Steele, that the bills be allowed and orders drawn in the amount of \$706,428.28 for payment of same. On a roll call vote, all in favor. Motion passed.

11. Public Comments

None.

12. Staff Comments

Personnel Manager Lamorandier reported having received ten (10) applications for seasonal employment in Parks.

Community Development Manager Siegel noted several items:

- The Dog Park fundraising is underway at many locations around the city;
- Two (2) grants have been submitted to the USDA, one for road funding for the Prince Street extension and the other for a Farmer's Market Manager;
- RFPs are in the works for the restroom project in Sherwood Park for which the city recently received a grant award;
- The MEDC has received the city's RRC application and will be reviewing that over the next 4-5 months;
- On March 8, the city will host a meeting of the Interurban Trail committee; and
- On Friday March 10, the Art Hop has many activities planned.

Superintendent Updike reported that the dump truck auction was successful and the city is happy to have gotten the vehicle for under budget.

Superintendent Pond noted continued work on capital projects, specifically the hot water loop project.

Director Bomar noted working on updating the Mutual Aid Agreement with the County and the new Sheriff.

Clerk/Treasurer Kelley noted working on property tax settlements, budget and election-related training followup.

13. Council Comments:

None.

14. Adjournment:

A motion by Steele, supported by Overhuel, to adjourn the meeting at 7:23 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer