

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, February 27, 2023 - 7:00PM

Plainwell City Hall Council Chambers

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes – 02/13/2023 Regular Meeting and 02/21/2023 Special Meeting
6. General Public Comments
7. County Commissioner Report
8. Agenda Amendments
9. Mayor's Report
10. Recommendations and Reports:
 - A. **Public Hearing – Ordinance 394 Amending Section 52-3 "Signs Exempt from Permit Requirements" & Section 52-10 "Sidewalk Signs"**

Council will hold a public hearing for the purposes of allowing interested parties to comment on proposed sign ordinance amendments.
 - B. **Resolution 2023-11 – Special License for Liquor Sales – Around the Board Game Café**

Council will consider recommending to the State of Michigan a special license to serve alcohol on five (5) specific dates in 2023 for Around the Board Game Café.
 - C. **Resolution 2023-12 – Supporting National Fitness Campaign Committee**

Council will consider adopting a resolution to support the National Fitness Campaign Committee in providing public outdoor fitness courts.
 - D. **WR – Cleaning Dystor Tank & Anerobic Digesters**

Council will consider approving a project with Plummer's Environmental to clean the Dystor tank and anerobic digesters for a cost not to exceed \$68,750.00.
 - E. **WR – Dystor Tank Waterproofing**

Council will consider accepting a bid of \$5,995.00 from Mulders Waterproofing to waterproof the Dystor tank.
 - F. **Consideration of City Manager Search Firm**

Council will consider proposals for a city manager search firm.
11. **Communications:** The January Water Renewal report, the draft 2/14/2023 DDA/BRA/TIFA meeting minutes, and the draft 2/16/2023 Parks & Trees meeting minutes.
12. **Accounts Payable - \$755,388.62**
13. **Public Comments**
14. **Staff Comments**
15. **Council Comments**
16. **Adjournment**

Agenda Subject to Change

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

The Island City
Plainwell is an equal opportunity provider and employer

MINUTES
Plainwell City Council
February 13, 2023

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Brian Warren of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 01/23/2023 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: None.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report: Mayor Keeler reported that the retired Honorable George Corsiglia had passed away.
10. Recommendations and Reports:
 - A. Community Development Manager Siegel reported on the rental rehab project and detailed the work that had been done. She noted that the current pay requests would be paid out of a combination of grant funds and private funds from the property owner.
A motion by Keeney, seconded by Wisnaski, to approve all spending and contracts associated with the CDBG Funds / Rental Rehab Project at 112 North Main Street. On a roll call vote, all voted in favor. Motion passed.
 - B. Community Development Manager Siegel reported that the project at the Warnement Building included an outdoor garden, tasting room and bakery as part of the Phase 1 plan. She noted that part of the application process for a tasting room liquor license required the local government to approve the tasting room. She recommended that the Council approve the application.
A motion by Steele, seconded by Overhuel, to approve the request for a new On-Premises Tasting Room Permit application for the distillery at 119 W. Bridge Street and 111 W. Chart Street. On a roll call vote, all voted in favor. Motion passed.
 - C. Manager Wilson reported that Community Development Manager Siegel had been taking the lead on this project, and so while he had initially been named the certifying officer, he felt that naming Community Development Manager Siegel as the certifying officer made more sense for the grant process.
A motion by Overhuel, seconded by Steele, to adopt Resolution 2023-09 A Resolution Designating the Certifying Officer for the Rental Rehabilitation Project. On a roll call vote, all voted in favor. Motion passed.

- D. Superintendent Nieuwenhuis reported that DPW had been using Zeinstra's Greenhouse for the annual flower purchase for several years and they were happy with the results. He noted that the Flower Committee had worked to identify perennials that could be used instead of planting new flowers each year. He also noted that due to the anticipated bridge work on North Main Street, bridge baskets had not been ordered for that bridge. He reported that the extra cost of the perennials balanced out the decreased cost of the bridge baskets, so the order total stayed roughly the same this year. He did note that he expected the prices to increase next year, as the cost of everything has been increasing.
A motion by Wisnaski, seconded by Keeney, to approve the annual flower purchase from Zeinstra's Greenhouse in the amount of \$8,473.00. On a roll call vote, all voted in favor. Motion passed.
- E. Superintendent Nieuwenhuis reported that well #6, located near well #5, was never put in service and recommended abandoning it. He noted that with well #5 capped and abandoned, there was also no reason to use well #6, and capping and abandoning the well would leave the property cleaned up and more usable.
A motion by Keeney, seconded by Steele, to approve a contract with Peerless Midwest to abandon well #6 in the amount of \$10,250.00. On a roll call vote, all voted in favor. Motion passed.
- F. Superintendent Nieuwenhuis reported that the existing "I" beam at the 12th Street Lift Station needed to be replaced in order to install the new pumps correctly. He noted that he had received 2 quotes, and recommended W Soule as the contractor for the job.
A motion by Wisnaski, seconded by Overhuel, to approve a contract with W Soule to replace the existing "I" beam at the 12th Street Lift Station in the amount of \$4,575.00. On a roll call vote, all voted in favor. Motion passed.
- G. Director Callahan reported that in 2022, Executive Order 14074 had been passed which established law enforcement standards for state, local and tribal law enforcement agencies and tied agency accreditation to federal funding. He noted that the Department of Public Safety currently participates in the Patrick Leahy Bulletproof Vest Partnership, which uses federal funds. He detailed the accreditation process, and noted that the Michigan Association of Chiefs of Police would oversee the process.
A motion by Keeney, seconded by Overhuel, to authorize the Department of Public Safety to begin the process of agency accreditation and approve the purchases with the Michigan Association of the Chiefs of Police in the amount of \$1,500.00 and PowerDMS in the amount of \$550.00 as part of the process. On a roll call vote, all voted in favor. Motion passed.
- H. Director Callahan reported that the 2018 Ford Interceptor SUV had approximately 13,000 engine hours on it, which is the equivalent of 600,000 miles. He noted that the 2023 Chevy Tahoe would be purchased in the next fiscal year, however due to delays in the order process, the order needed to be placed during the current fiscal year in order to ensure timely delivery.
A motion by Wisnaski, seconded by Keeney, to approve the purchase of a 2023 Chevrolet Tahoe patrol vehicle through Berger Chevrolet of Grand Rapids using the MiDEAL program in the amount of \$41,000.00 for the vehicle and \$15,000.00 for vehicle upfitting. On a roll call vote, all voted in favor. Motion passed.
- I. Manager Wilson reported the lead abatement project was the final piece of the mill demolition project to be completed in order to be able to remove the fence and allow the public to access the property. He noted that the EGLE loan funds would cover the projected cost of the project, with the exception of the historic architect cost. Young's Environmental would perform the lead paint abatement work, with testing &

certification by Analytical Testing & Consulting Services, and oversight provided by Nelson Nave to ensure the historic aspects of the building aren't damaged during the abatement process. Manager Wilson noted that the project will include cleaning up any lead paint flakes that fall to the ground and completely removing the flakes from the property in barrels to be taken for disposal.

A motion by Overhuel, seconded by Steele, to approve the lead abatement project with Young's Environmental, Analytical Testing & Consulting Services and Nelson Nave in the amount of \$82,450.00. On a roll call vote, all voted in favor. Motion passed.

- J. Treasurer/Finance Director Kelley reported that the City has provided a monthly recycling and bulk trash pick up to residents, which has been funded as an assessment on winter property taxes. He noted that the contract approved in July 2022 with Republic Services increased the cost, which meant the assessment no longer covered the cost of the service. Treasurer/Finance Director Kelley reported that this resolution was the first step in the process to notify the public and create a new special assessment for the recycling and bulk trash service.

A motion by Wisnaski, seconded by Keeney, to adopt Resolution 2023-10 City of Plainwell Special Assessment District No. 23-01 Directing the City Clerk to Cause to be Prepared Preliminary Plans and Specifications Regarding Certain Public Improvements. On a roll call vote, all voted in favor. Motion passed.

- K. Treasurer/Finance Director Kelley reported that during the audit, the auditors discovered that the OPEB contributions were behind by a year, with the previous year amounts used instead of the current year. He noted that in order to correct the error, a budget amendment in the amount of \$5,767.00 to the OPEB Fund would allow for a contribution of \$15,528.00 to the OPEB Trust, which would put the City back on track for the OPEB requirements.

A motion by Steele, seconded by Wisnaski, to approve a budget amendment of \$5,767.00 into the OPEB Fund and a contribution of \$15,528.00 to the OPEB Trust. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

- A. **A motion by Steele, seconded by Overhuel, to accept and place on file the January 2023 Investment and Fund Balance reports and the January DPS report. 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 \$719,699.16 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: Corey Redder, Plainwell resident, asked for more information regarding the funding of the rental rehabilitation project. Community Development Manager Siegel explained the grant process and how the city is a pass through for the funding for the project, not spending city funds.

14. Staff Comments:

Treasurer/Finance Director Kelley reported that winter property taxes are due February 14, 2023. He also noted he had been doing a lot of utility billing work, with the utility billing clerk job being posted, questionnaires sent to candidates and interviews planned for the following week or two.

Superintendent Nieuwenhuis reported that DPW had been doing a lot of work with the wells lately, including removing the building at well #5, and working on changing well #4 from chlorine gas to liquid chlorine. He

estimated that project would be completed sometime next week. He also reported that the state required a lot of reports around this time of year, and one report involved the number of backflow preventers in the city and whether they had been inspected. He noted that around 35 businesses and residences had not completed the required inspections, and he would be sending them a letter reminding them of the need for those inspections to be done.

Community Development Manager Siegel reported the City had been selected as a Priority Health grant recipient for an outdoor fitness park. She reported the grant amount was \$40,000, and an additional \$135,000 was needed to fully fund the fitness park. She reported that she was looking for more grants and funding, including potentially applying for the DNR Passport Grant. She also reported that the Chocolate Stroll this past Saturday was great, with a large amount of people attending and shopping both downtown and at the indoor market.

Superintendent Pond reported the price of ferric chloride, a chemical used in the treatment process to aid settling, had tripled and was currently approximately \$12,000 per shipment. He reported that he was looking into alternatives that might bring the overall cost down, but needed water samples and testing done to determine if the alternatives were viable.

Director Callahan reported that three new firefighters were in the process of being hired, pending the results of background checks. He also reported that he had submitted an application for the assistance to firefighters grant program through FEMA, for the replacement of air canisters and backpacks.

Clerk Fenger reported that she had recently been offered an opportunity to take a new position as a research coordinator for the political arm of a private company, and she had accepted. She thanked everyone and stated that she had enjoyed her time at the City, but this was a great opportunity that she couldn't pass up.

The Councilmembers all congratulated Clerk Fenger and thanked her for her work during her time with the City.

Manager Wilson thanked Clerk Fenger for her work during her time with the City. He also reported that the public meeting for the dam removal and restoration project would happen in mid-March, possibly March 13, depending on scheduling. He also noted that POLC negotiations would start March 10.

15. Council Comments: None.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:00 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Margaret Fenger
City Clerk

MINUTES APPROVED BY CITY COUNCIL
February 27, 2023

Margaret Fenger, City Clerk

MINUTES
Plainwell City Council
February 21, 2023

1. Mayor Keeler called the special meeting to order at 5:01 PM in City Hall Council Chambers.
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None.
4. Approval of Agenda:
A motion by Steele, seconded by Overhuel, to approve the agenda for the special meeting as presented. On a roll call vote, all voted in favor. Motion passed.
5. New Business:
 - A. City Manager Wilson presented a letter of resignation, effective March 16, 2023. The original resignation was given verbally on February 15, 2023. He thanked Council for his 21 years of service. Mayor Keeler noted the tremendous amount of work Manager Wilson has done during his tenure. Councilmember Overhuel noted so many changes since Erik took over. Councilmember Keeney said Manager Wilson did a lot of great work for the city.
A motion by Overhuel, seconded by Keeney, to accept, with regret, the resignation of Erik Wilson as City Manager, effective March 16, 2023. On a roll call vote, all voted in favor. Motion passed.
 - B. Finance Director Kelley presented three (3) proposals from executive search firms to Council. He reported these firms all have experience with recruiting and searching for city managers, and that using a firm would be in the city's best interest as the firm would handle the process from beginning to end and would present the best candidates available. Mayor Keeler asked for a recommendation to which Finance Director Kelley suggested the Walsh Municipal Services proposal offered the most comprehensive package after only a cursory review. The Council discussed options and all wanted more time to review the proposals.
A motion by Steele, seconded by Overhuel, to table consideration of city manager search firms until the February 27, 2023 regular meeting. On a roll call vote, all voted in favor. Motion passed.
 - C. Mayor Pro Tem Steele opened a discussion about the number of projects ongoing and how a transition plan would look. Topics included the workload on Community Development Manager Siegel who would be the lead person on five (5) major projects, creating a possibly overwhelming workload. Councilmember Overhuel noted that with all that is going on, stability is needed. Councilmember Keeney noted that Manager Wilson has a lot of knowledge of the projects and that the city could use his consulting support. DPW Superintendent Nieuwenhuis questioned whether a project manager could take over the projects and keep them going rather than waiting for a new city manager to get up to speed. There was more discussion of Manager Wilson continuing on in a consulting role or whether the cord should be cut. Manager Wilson said he wants to be an asset to the city and that continuity would benefit the city. Council asked for a listing of projects and a cost of consulting at the next meeting.
A motion by Steele, seconded by Overhuel, to table consideration of any project consulting until the February 27, 2023 regular meeting. On a roll call vote, all voted in favor. Motion passed.

D. City Manager Wilson reminded Council that City Clerk Maggie Fenger had resigned her position as of February 17, 2023. As the City Clerk position is listed in the City Charter, it needs to be filled. While the city will search for a permanent replacement, Manager Wilson recommends appointing Brian Kelley as City Clerk, subject to confirmation by Council.

A motion by Keeney, seconded by Overhuel, to confirm the City Manager's appointment of Brian Kelley as Plainwell City Clerk, effective immediately. On a roll call vote, all voted in favor. Motion passed.

E. City Clerk Kelley discussed the City Clerk job description and presented some minor changes to the description, to include some permitting and planning/zoning functions, for Council's consideration prior to posting the position.

A motion by Keeney, seconded by Wisnaski, to approve the updated City Clerk job description. On a roll call vote, all voted in favor. Motion passed.

6. DPW Superintendent Nieuwenhuis asked about internal discussions of using a project manager no longer being considered, which launched a debate about workloads and keeping the city moving forward.

7. Mayor Keeler asked about appointing interim city managers, suggesting DPW Superintendent Nieuwenhuis and Finance Director/Clerk Kelley be appointed. Councilmember Keeney asked if they wanted the appointment and Superintendent Nieuwenhuis asked what the appointment looked like. Councilmember Wisnaski noted that Wilson would be a good resource to mentor. Councilmember Overhuel said both would be great for the appointment. Mayor Pro Tem Steele asked the two of them write down what they want and present that to Council. Mayor Keeler agreed with written proposals on how things would work, who does what and how disagreements would be resolved. Council asked for discussions at a future Council meeting.

8. Public Comments: None.

9. Staff Comments:

DPW Superintendent Nieuwenhuis congratulated Manager Wilson.

Community Development Manager Siegel wished Wilson well in Texas Township.

Manager Wilson appreciated everyone and said this would be good for the city.

10. Council Comments:

Councilmember Overhuel expressed sadness about the registration, but understands. He thanked staff.

Mayor Pro Tem Steele thanked all the staff for stepping up and reported there will be an open house for Manager Wilson on March 9.

Councilmembers Keeney and Wisnaski thanked the staff.

11. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 6:16 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk

MINUTES APPROVED BY CITY COUNCIL
February 27, 2023

Brian Kelley, City Clerk

DRAFT

**CITY OF PLAINWELL
ALLEGAN COUNTY, MICHIGAN**

NOTICE OF ORDINANCE ADOPTION AND SYNOPSIS OF ORDINANCE

PUBLIC NOTICE IS GIVEN that at a regular meeting of the City Council for the City of Plainwell held at City Hall on February 27, 2023, and beginning at 7:00p.m., the City Council Adopted Ordinance No. 394 entitled:

AN ORDINANCE TO AMEND SECTION 52-3 ENTITLED “SIGNS EXEMPT FROM PERMIT REQUIREMENTS” AND SECTION 52-10 ENTITLED “SIDEWALK SIGNS” OF THE CODE OF ORDINANCES FOR THE CITY OF PLAINWELL.

THE EFFECT OF ORDINANCE NO. 394 IS SUMMARIZED AS FOLLOWS:

Section 1. Amendment of Section 52-3. Enacts paragraph J of Section 52-3 of the Code of Ordinances for the City of Plainwell entitled “Sidewalk Signs;” defines the term “sidewalk signs;” and provides requirements for sidewalk signs.

Section 2. Amendment of Section 52-10. Deletes paragraph C(7) of Section 52-10 entitled “Sidewalk signs” in its entirety.

Section 3. Repealer. Provides that any other ordinances in conflict with this Ordinance are, to the extent of such conflict, hereby repealed.

Section 4. Savings Clause. Provides that the provisions of the Ordinance are severable and that if any part of the Ordinance is declared void or inoperable, such declaration does not void or render inoperable any other part or portion of the Ordinance.

Section 5. Effective Date. Provides that the Ordinance is effective upon the expiration of the tenth day following its publication in the manner required by law.

THIS ORDINANCE WILL BE EFFECTIVE THROUGHOUT THE CITY OF PLAINWELL.

A TRUE AND COMPLETE COPY OF THIS ORDINANCE MAY BE OBTAINED, INSPECTED, COPIED, OR REVIEWED AT THE CITY CLERK’S OFFICE AS FOLLOWS:

Location: 211 N. Main Street, Plainwell, MI 49080

Hours of operation: Monday-Friday 8am-5pm

Contact information: (269) 685-6821 or

bkelly@plainwell.org

Brian Kelley
City Clerk

**CITY COUNCIL
CITY OF PLAINWELL
ALLEGAN COUNTY, MICHIGAN**

(Ordinance No. 394)

At a regular meeting of the City Council for the City of Plainwell held at City Hall on February 27, 2023 and commencing at 7:00, the following Ordinance was offered for adoption by Council Member _____ and was seconded by Council Member _____:

AN ORDINANCE TO AMEND SECTION 52-3 ENTITLED “SIGNS EXEMPT FROM PERMIT REQUIREMENTS” AND SECTION 52-10 ENTITLED “SIDEWALK SIGNS” OF THE CODE OF ORDINANCES FOR THE CITY OF PLAINWELL.

THE CITY OF PLAINWELL (the “City”) ORDAINS:

Section 1. Amendment of Section 52-3. Paragraph J of Section 52-3 of the Code of Ordinances for the City of Plainwell entitled “Sidewalk Signs” is hereby enacted and reads in its entirety as follows:

J. *Sidewalk signs.* “Sidewalk signs” are portable, freestanding signs of A-frame or swinging-style construction. See Fig.1.

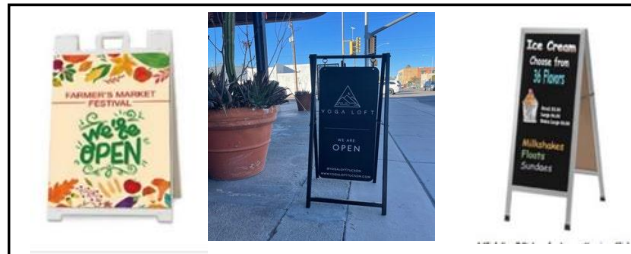


Fig. 1

Sidewalk signs are subject to the following requirements:

- a. Signs are limited to one (1) per building frontage and one (1) at the rear entrance of the same business if used for entry.
- b. Signs shall pertain only to on-premises commercial activity.
- c. Total area shall not exceed eight (8) square feet, and the sign area per a side may not exceed four (4) feet.
- d. Signs shall not exceed four (4) feet in height including handles and frame.
- e. Signs shall be maintained in good repair and sound structural condition at all times, constructed of durable, weather-proof material, resulting in an independently sturdy structure able enough to withstand typical winds, without flipping over or sliding.

- f. Signs shall be located in such a manner that a pedestrian travel area width of five (5) feet is maintained uninterrupted between the road edge or curb cut and the building frontage.
- g. Signs shall not unreasonably interfere with the view, access to, or use of adjacent property or with pedestrian or vehicular circulation.
- h. Signs are only permitted on public property during business hours.
- i. No device, object, or material such as, but not limited to, lights, balloons, streamers, or flags, shall be attached to the sign.

Section 2. Amendment of Section 52-10. Paragraph C(7) of Section 52-10 entitled “Sidewalk signs” is hereby deleted in its entirety.

Section 3. Repealer. Any other ordinances or portions of any other ordinances in conflict with this Ordinance are, to the extent of such conflict, hereby repealed.

Section 4. Savings Clause. The provisions of this Ordinance are severable. If any part of this Ordinance is declared void or inoperable for any reason by a court of competent jurisdiction, such declaration does not void any or render inoperable any other part or portion of this Ordinance.

Section 5. Effective Date. This Ordinance is effective upon the expiration of the tenth day following its publication in the manner required by law.

The vote regarding the adoption of this Ordinance was as follows:

YEAS:

NAYS:

ABSENT:

ORDINANCE DECLARED ADOPTED.

By: _____
 Brad Keeler
 City of Plainwell, Mayor

By: _____
 Brian Kelley
 City of Plainwell, Clerk

CERTIFICATION

I hereby certify the foregoing to be a true copy of the Ordinance adopted by the City Council for the City of Plainwell at the time and date specified above pursuant to the procedures required by law.

Respectfully submitted,

By: _____
Brian Kelley
City of Plainwell, Clerk

Notice of Planning Commission Hearing (Date/ Newspaper): December 22, 2022 Union Enterprise
Planning Commission Hearing: January 18, 2023
Adopted: February 27, 2023
Published (Date / Newspaper): March 9, 2023
Effective: March 19, 2023

**LOCAL GOVERNING BODY RESOLUTION FOR REDEVELOPMENT LIQUOR
LICENSES**
(Authorized by MCL 436.1501)

RESOLUTION 2023-11

At a regular meeting of the Plainwell City Council, called to order by **Mayor Brad Keeler** on February 27, 2022 at **7:00 p.m.**, the following resolution was offered:

Moved by Councilmember _____ and supported by Councilmember _____ that the application from Around the Board Game Cafe, for a new Special License to serve alcohol on March 14, May 20, August 5, October 14, and December 31, 2023, to be located at 124 E. Bridge St. Plainwell, MI. in Allegan County be **recommended** by this council to be considered for approval by the Michigan Liquor Control Commission.

Approval: YES

Denial:

Yeas:

Nays:

Absent:

I hereby certify that the foregoing is a true and complete copy of a resolution offered and approved by the City of Plainwell Council at a regular meeting held on February 27, 2023.

Signed:

Brian Kelley, City Clerk

211 N. Main St.

Plainwell, MI 49080



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: Around the Board Game Cafe		
Applicant address: 124 E Bridge Street		
City: Plainwell		Zip Code: 49080
Contact name: Susan Luthy	Phone: 269-512-4866	Email: luthy@aroundtheboardgamecafe.cojm
Alternate contact name: Eric Luthy	Phone: 269-330-3218	Email: aroundtheboardgamecafe@gmail.com
1. Has the applicant organization previously received a Special License? <input type="radio"/> Yes <input checked="" type="radio"/> No		<i>Leave Blank - MLCC Use Only</i>
If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)		
2. Has the applicant organization been established for one (1) year or longer? <input type="radio"/> Yes <input checked="" type="radio"/> No		
Date the applicant organization was established (month/day/year): 08/04/2022		
3. Is the applicant organization a municipality? <input type="radio"/> Yes <input checked="" type="radio"/> No		

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 124 E Bridge St	
City, township, or village where event will be held: Plainwell	County: Allegan ▼
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> <input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? <input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) <input checked="" type="radio"/> Yes <input type="radio"/> No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) <input type="radio"/> Yes <input checked="" type="radio"/> No	
5. Is the event location outdoors or partially outdoors? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form.	
<input type="text"/> feet X <input type="text"/> feet = <input type="text"/> square feet <small>Width Length</small>	
Describe type and height of the barrier that will be used to enclose the outdoor area:	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: All staff serving will be trained and will check all ID's no matter the age. There will be security to prevent over serving and maintain positive environment	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? Yes No
 If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? Yes No
 If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? Yes No
 If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption **AND** for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Have you applied for or been issued a Temporary Marihuana Event License from the Marijuana Regulatory Agency (MRA) for the event(s)? Yes No

11. Is the event location in a Social District? Yes No
 If Yes, you must obtain written confirmation from the local governmental unit that the Social District Permit holders will not sell or serve alcohol for consumption in the Social District during the time period of the event(s) pursuant to [MCL 436.1551\(3\)](#). Submit the written confirmation with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date.** **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	03/14/2023		Describe event being held: Client appreciation event
	Date		
	12:00pm	10:00 pm	
	Start Time	End Time	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
			Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

2	08/05/2023		Describe event being held: ATB one year anniversary
	Date		
	12:00 pm	11:59pm	
	Start Time	End Time	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
			Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

3	10/14/2023		Describe event being held: Murder Mystery event
	Date		
	12:00pm	11:59pm	
	Start Time	End Time	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
			Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

4	12/31/2023		Describe event being held: New Years Eve Event
	Date		
	12:00pm	1:00am	
	Start Time	End Time	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
			Is this date a Sunday? <input checked="" type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input checked="" type="radio"/> No

5	05/20/2023		Describe event being held: Blood on the Clocktown event
	Date		
	12:00pm	11:59pm	
	Start Time	End Time	Special License will be used for: <input checked="" type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
			Is this date a Sunday? <input type="radio"/> Yes <input checked="" type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

6			Describe event being held:
	Date		
	Start Time	End Time	Special License will be used for: <input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction
			Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No

12. Special license date information Continued from Page 2.

7	Date	Describe event being held:	
	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
8	Date	Describe event being held:	
	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
9	Date	Describe event being held:	
	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
10	Date	Describe event being held:	
	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
11	Date	Describe event being held:	
	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	
12	Date	Describe event being held:	
	Special License will be used for:	<input type="checkbox"/> Beer & Wine Service <input type="checkbox"/> Beer, Wine, & Spirit Service <input type="checkbox"/> Wine Auction	
	Start Time End Time	Is this date a Sunday? <input type="radio"/> Yes <input type="radio"/> No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? <input type="radio"/> Yes <input type="radio"/> No	

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>		<p>If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.</p> <p>Make checks payable to: State of Michigan</p>	<p><i>Leave Blank - MLCC Use Only</i></p>
x Number of Special Licenses:			
= Special License Fees: <i>MLCC Fee Code: 4008</i>			
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>			
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>			
= TOTAL FEES DUE:			

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Susan Luthy 269-512-4866 *Susan Luthy* 2/23/2023
 Print Name and Phone Number of President Signature of President Date

Angela R. Doster, Notary Public *Angela R. Doster* 2-23-2023
 Print Name of Notary Signature of Notary Date
 Allegan County, Michigan

Notary Public, State of Michigan, County of Allegan, Michigan Acting in the County of
 My commission expires: 4/10/2026
 My commission expires


Susan Luthy 269-512-4866 *Susan Luthy* 2/23/2023
 Print Name and Phone Number of Secretary Signature of Secretary Date

Angela R. Doster, Notary Public *Angela R. Doster* 2-23-2023
 Print Name of Notary Signature of Notary Date
 Allegan County, Michigan

Notary Public, State of Michigan, County of Allegan, Michigan Acting in the County of
 My commission expires: 4/10/2026
 My commission expires

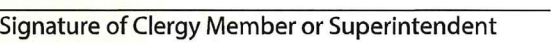
Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency: Plainwell Public Safety	
Name & title of reviewing officer: Kevin Callahan Director of Public Safety	
Phone number of officer: 269 366 5938	Email of officer: kcallahan@plainwell.org
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? <input type="radio"/> Yes <input checked="" type="radio"/> No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? <input checked="" type="radio"/> Yes <input type="radio"/> No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
 Signature of Reviewing Officer	
02-23-23 Date	

Part 6 - Church/School Consent (If Applicable)*


If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school:	
Address of church or school:	
City:	Zip Code:
Phone number:	Email:
Name of clergy member or superintendent:	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
 Signature of Clergy Member or Superintendent	
Date	

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
 Signature of Authorized Signer for Licensee	
Date	



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a Regular Special meeting of the Membership Board of Directors

called to order by _____ on _____ at _____
(Date) (Time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from Around the Board Game Cafe
(Name of Organization)

for a Special License to serve alcohol on 3/14/23, 8/5/23, 10/14/23, 12/31/23 and 5/20/23
(Event Date or Dates)

to be located at 124 E Bridge St Plainwell, MI 49080
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be _____ for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: _____
 Nays: _____
 Absent: _____

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

Membership Board of Directors at a Regular Special meeting held on _____
(Date)

 Print Name & Title of Authorized Officer Signature of Authorized Officer Date



Michigan Department of Licensing and Regulatory Affairs
 Liquor Control Commission (MLCC)
 Constitution Hall - 525 W. Allegan, Lansing, MI 48933
 Mailing Address: P.O. Box 30005, Lansing, MI 48909
 Toll-Free: 866-813-0011 - www.michigan.gov/lcc

Business ID: _____
 Request ID: _____
 (For MLCC Use Only)

Wine Auction Special License Wine Donation Record

List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

Applicant organization:		Wine auction date:	
Donor Name	Donor Address	Wine Brand(s) Donated	Quantity Donated

Signature of Authorized Officer

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retail or nonretail business licensed by the Michigan Liquor Control Commission.

_____ **Print Name of Authorized Officer** _____ **Signature of Authorized Officer** _____ **Date**



“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: February 13, 2023
SUBJECT: National Fitness Campaign – Outdoor Fitness Court

ACTION RECOMMENDED: Asking the City Council to adopt this resolution that supports the National Fitness Campaign Committee in providing public outdoor Fitness Courts.

Total Project Cost: \$155,000

We received a \$40,000 grant from Priority Health to help with this project, \$115,000.00 needs to be raised in order to complete this project. An all-out effort to raise the remaining funds through sponsorships and grants will be given, if the funds are not raised in the timeline for this year, National Fitness Association Committee would support us in asking for an extension into 2024 for completion of the project. As noted in the resolution “pending funding confirmation.”

Background Information:

The National Fitness Campaign Committee has partnered with Priority Health to place outdoor Fitness Courts in as many parks in Michigan as possible. The Parks and Trees Committee supports this project and with their support we sought the grant from Priority Health back in January of 2023.





Congratulations!

Plainwell, MI has been selected as a 2023 Priority Health Michigan Campaign Grant Recipient!

Dear Denise,

On behalf of the National Fitness Campaign Grant Committee, we are pleased to share that Plainwell, MI has been selected as a grant eligible partner in the 2023 Priority Health Michigan Campaign! This notification letter confirms eligibility for one (1) 2023 NFC Grant of \$40,000. The next step is to schedule your official Grant Eligibility Award Call within the next 10 days, where the qualifications submitted in your Grant Application will be confirmed by the NFC team, and your Grant Program Requirements (GPR) will be aligned for eligibility and participation in this year's campaign. A copy of your GPR Document is attached to this formal award letter for your review, and is based on dates submitted in your Grant Application.

The \$40,000 Grant Award will be confirmed pending 1) the submission of a Resolution of Adoption, endorsed by your local governing body or appropriate council, and a countersigned copy of the attached formal GPR document within 60 days of the Award Call, 2) authorization to proceed, documented by formal funding confirmation (commonly a purchase order) and 3) confirmation of a scheduled shipping date for the Fitness Court and appropriate storage plans. Once set, GPR milestones must be met in order to maintain funding eligibility in the campaign.

To support this partnership and align your GPR milestones with your community's local adoption and funding processes, we have assigned a Partnership Manager – McKenzie Coltrin – as your dedicated partner and champion in support of this partnership. Over the coming months, McKenzie will work with your team to support the path outlined in the GPR Document, assisting in the confirmation of required remaining funding, installation, and launch of your program.

The 2023 Priority Health Michigan Campaign is part of a national movement to make world-class fitness free and accessible in public spaces across the country, which is more important today than ever before – thank you for your commitment to supporting this goal.

Here is a sneak peak at what's ahead:

- Fitness Court® Launch – Cut the ribbon on your beautiful new outdoor gym & announce free fitness to the community!
- Classes & Challenges – Get residents moving & keep them engaged with ongoing group classes, individual training, and competitive events.
- Press & Promotions – Shine a spotlight on your community and local partners for joining this exciting and innovative wellness movement!

Once again, we are thrilled to invite you to join us as a partner in the 2023 Priority Health Michigan Campaign, and we look forward to making world-class fitness free in Plainwell, MI!

Best in Fitness,

Mitch Menaged, Founder



Plainwell, MI - National Fitness Campaign

2023 Funding Cycle Grant Program Requirements (G.P.R.)

MILESTONE 1: ADOPTION

- **Summary:** Commit to project adoption and confirm matching funding
- **Requirement A:** Countersigned Grant Program Requirements Document
- **Deadline: 2/17/2023**
- **Requirement B:** Resolution of Adoption or Letter of Support
- **Deadline: 2/28/2023**

*Purchase Order Will Satisfy Adoption Requirement if Submitted Within 60 Days of Grant Award

MILESTONE 2: AUTHORIZATION TO PROCEED - FUNDING CONFIRMED

- **Summary:** Execute budgeting and fundraising plan (as needed) and confirm total required funding
- **Requirement:** Funding confirmation document submitted to NFC for remaining program funding (typically P.O)*
- *Refer to Official Quote and Funding Requirements Summary for details
- **Deadline: 5/10/2023**

MILESTONE 3: SHIPMENT FOR STORAGE

- **Summary:** Identify Fitness Court® storage location and schedule Fitness Court® delivery
- **Requirement:** Accept Fitness Court® delivery and store at a secure location, prepare to be invoiced for program funds
- **Deadline: 5/11/2023 to 6/1/2023**

MILESTONE 4: INSTALL CONCRETE SLAB & ART APPROVAL

- **Summary:** Review slab drawings & schedule concrete installer, confirm Fitness Court orientation, Approve art print preview
- **Requirement:** Install concrete slab (*cure time of 28 days before Fitness Court® installation*)
- **Deadline: July 2023 - pending weather**

MILESTONE 5: FITNESS COURT® ASSEMBLY

- **Summary:** Select Fitness Court® Assembly Team - NFC'S Installation Network is recommended, (includes art install)
- **Requirement:** Confirm installation timeline with NFC, provide completed installation photos for NFC inspection
- **Deadline: August 2023 - pending weather**

MILESTONE 6: PRESS LAUNCH CEREMONY

- **Summary:** hold Fitness Court® press launch event & ribbon cutting
- **Requirement:** Promote press release, hold launch event within campaign year (weather permitting)
- **Deadline: September 2023 - pending weather**

Trent Matthias, Director
National Fitness Campaign

Denise Siegel, Community Development Manager
Plainwell, MI

It is noted by the National Fitness Campaign and the municipality, school or organization listed above that this document in no way constitutes a binding agreement, or requirement to proceed with the NFC Program at any time. Formal commitment occurs upon receipt of complete local match funding by the program awardee, with submission of Funding Confirmation Documentation to National Fitness Campaign.

Resolution 2023-12
City of Plainwell

A RESOLUTION TO ADOPT AND ALLOCATE FUNDS FOR AN OUTDOOR FITNESS COURT AS PART OF THE 2023 NATIONAL FITNESS CAMPAIGN:

At a meeting of the Plainwell City Council held on February 27, 2023 wherein the following action was taken:

WHEREAS, the City of Plainwell has submitted a Grant Application to National Fitness Campaign (NFC) for participation in their 2023 initiative to install and activate outdoor Fitness Courts® in 200 cities and schools across the country, and;

WHEREAS, the City of Plainwell will accept a \$40,000 National Grant from our NFC Grant Committee and Statewide Partners, and provide a local match in the amount of \$115,000 to promote and implement a free-to-the-public outdoor Fitness Court®, Pending funding confirmation;

WHEREAS, the City of Plainwell will secure supplemental funding as needed through community sponsors and or grant funds, which will be made available and committed to this program for the purchase of the outdoor Fitness Court®, and;

WHEREAS, the City of Plainwell will commit to the construction and launch of the outdoor Fitness Court® by the end of the 2023 calendar year, and; Pending funding confirmations.

WHEREAS, the Plainwell City Council believes the outdoor Fitness Court® is an important wellness ecosystem that supports healthier communities, commits to funding/fundraising to participate in NFC's 2023 Campaign, and will earn local and national recognition as a leader in providing affordable health and wellness.

NOW, THEREFORE BE IT RESOLVED, that the Plainwell City Council will collaborate with NFC to implement the outdoor Fitness Court® and make fitness free to community residents and visitors.

YES:
NO:
ABSENT:

Adopted: February 27, 2023

Brian Kelley, City Clerk

DRAFT

Brad Keeler, Mayor
Lori Steele, Mayor Pro-Tem
Roger Kenney, Council Member
Todd Overhuel, Council Member
Randy Wisnaski, Council Member
www.plainwell.org



Bryan D. Pond, Superintendent
129 Fairlane Street
Plainwell, Michigan 49080
Phone: 269-685-5153
Fax: 269-685-1994
Email: BPond@plainwell.org

TO: Erik J. Wilson, City Manager
FROM: Bryan Pond, Superintendent
DATE: February 16th 2023
SUBJECT: Cleaning of Dystor Tank & Anerobic Digesters

DYSTOR Tank (budgeted)

I received pricing on the cleaning of the plant digesters and “DYSTOR” tank. The original budget was \$20,000 for the DYSTOR tank as we knew the cover was going to be replaced this fiscal year. The “not to exceed price from Plummer’s Environmental for this work is \$21,750.

E & W Digesters (Why they need to be cleaned)

Due to the digester valves not closing fully maintenance on the mixing pumps cannot be done since you cannot isolate the pump and de-pressurize it. The digesters are only cleaned and emptied ever seven to eight years. The last cleaning was in 2013.

Digester Cleaning and funding available

The bid price for the cleaning and disposal of the East and West digesters is \$47,000. This item was not budgeted for due to the fact I was not aware that valves on both digesters would not fully close for pump maintenance until after the fiscal year had started.

This work was not competitively bid because we have a three-year contract with Plummer’s Environmental for their service as our contracted vendor.

The total budget for both of these projects is \$68,750 the outside services line item 590-540-931-000 has \$87,000 available, of which \$20,000 was budgeted for this project.

Previous Expenditures on this project

The cost previously approved by council for the new valves was \$11,419 The installation of the valves by La Pine was \$6996 which also covered the replacement of the boiler tubes which has been completed.

Contact Name:	Bryan Pond	Quote #:	Q-3DD-691-368F
Customer Name:	City of Plainwell DPW	Date:	02/10/2023
Customer Address:	126 Fairlane St. Plainwell, MI 49080	Prepared By:	Jeff Root
Office Phone:	(616) 685-9363	Office Phone:	616-877-3930
Mobile Phone:	269-207-7321	Mobile Phone:	(616) 813-0873
Customer Email:	bpond@plainwell.org	Email:	jroot@plummersenv.com

Statement of Work:

We hereby submit a proposal to clean and dispose of the waste from bio-solids tanks at the City of Plainwell Water Renewal Department.

Plummer's Environmental Services will provide high velocity vacuum trucks with operators along with a confined space team to vacuum and remove waste from the tanks. All waste will be manifested and transported to Plummer's Environmental Service's Centralized Waste Treatment (CWT) Facility in Byron Center, Michigan. In addition to being a CWT Facility we are licensed and Insured Act 451 of 1994, Part 115 Solid Waste Management - Solid Waste Handling Facility. All waste will be handled according to all federal, state & local regulations. All work performed inside of the tanks will be performed by a confined space certified entry team and will follow all OSHA regulations for a permit-required confined space entry per 1910.146 standards. Price does not include entry in high methane environments.

Price is based on approximately 10,000 gal in each tank.

All waste volumes are estimates, the final invoice will be based on volumes generated on site.

Services:				
Description	Est Qty	Price	UOM	Ext Amt
Primary Bio-Solid Tank Cleaning Crew and Vacuum Trucks (Feb-March)	2.00	\$17,500.000000	EA	\$35,000.00
Disposal Solid per Gallon (Feb-March)	20,000.00	\$0.600000	GAL	\$12,000.00
Secondary Bio-Solid Tank Cleaning Crew and Vacuum Trucks (April)	1.00	\$15,750.000000	EA	\$15,750.00
Disposal Solid per Gallon (April)	10,000.00	\$0.600000	GAL	\$6,000.00
Sub-Total:				\$68,750.00

Summary of Estimated Charges	
Category	Est Total
Services	\$68,750.00
Total Estimated Charges	\$68,750.00

STANDARD TERMS AND CONDITIONS

In this agreement "you", "your" and the "Customer" refer to the person signing this Contract ("Contract") with Plummer's Environmental Services Inc. ("Company").

- You agree to purchase the material and services described in this Contract from the Company at the price and according to the terms stated in this Contract.
- A service charge of 1 1/2% per month (18% per year) will be paid on past due amounts starting thirty (30) days after the invoice date. If Customer desires to pay invoice by credit card, an additional 3% credit card processing fee will be added to Customer's invoice.
- All material is guaranteed to be as specified. All work to be completed in a good, workmanlike manner according to standard practices and using the standard of care commonly used by environmental professionals and by-product transporters practicing in the State of Michigan. Company's workers are fully covered by Worker's Compensation insurance. In the event of cancellation of a job in progress by Customer, Customer will reimburse Company for all labor and/or material costs. Company shall have the right to stop work if payments are not made when due. Company shall be held harmless from all liabilities related to the hold up during such period.
- All terms and conditions in this Contract supersede any other terms and conditions, prior proposals or prior bids. This written Contract constitutes the complete integration of all statements and agreements relating to the Contract and there are no representations or warranties other than those expressly incorporated herein nor is this Contract dependent upon or subject to any conditions or approvals precedent or subsequent not herein stated. No subsequent agreement relating hereto shall be binding upon Customer or Company unless in writing and signed by the party being bound.
- If Customer requests changes, alteration or deviation from specifications involving extra cost, such work will only be performed upon written change orders, and will become an extra charge over and above the Contract price. Company may, by giving written notice to Customer, terminate this Contract if Customer breaches this Contract and such breach is not cured within a reasonable period (in any event such period not to exceed thirty days) or such breach is not capable of being cured within a reasonable period.
- The actual completion time is contingent upon access to Customer's facility, labor strikes, material shortages, accidents, weather, acts of God, changes caused by a body of government, and the like. Change orders will affect the time necessary for completion. Company shall not be liable for any damages suffered by Customer as a result of any delay occasioned by these contingencies.
- EXCEPT AS EXPRESSLY STATED HEREIN, THERE ARE NO OTHER WARRANTIES, EXPRESS OR IMPLIED, BY OPERATIONS OF LAW OR OTHERWISE, OF THE MATERIALS OR SERVICES FURNISHED UNDER THIS CONTRACT BY COMPANY. COMPANY SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE OR ARISING FROM A COURSE OF DEALING OR USAGE OR TRADE. COMPANY SHALL HAVE NO OTHER LIABILITY TO CUSTOMER IN CONNECTION WITH THE MATERIALS OR SERVICES FURNISHED UNDER THIS CONTRACT, INCLUDING WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY LIABILITY FOR DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES OR ANY INJURY OR DAMAGES TO PERSONS AND PROPERTY.**
- Customer shall maintain at its sole cost and expense insurance policies meeting the minimum insurance levels set forth below and shall provide certificates of such insurance evidencing the limits and expiration dates upon request;

- a. Worker's Compensations - in accordance with applicable statutory requirements;
- b. Commercial General Liability - not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate,
- c. Automobile Liability - not less than \$1,000,000 per occurrence;

All policies of insurance shall name Plummer's Environmental Services, Inc. as an additional insured and will provide Plummer's thirty (30) days prior written notice of cancellation.

9. All issues concerning the construction, validity, enforcement and interpretation of this Contract shall be governed by and construed in accordance with the laws of the State of Michigan. The parties agree that venue is hereby exclusively established in the County of Kent, State of Michigan for any dispute or claim arising out of this Contract. Company, if it prevails in any action shall be entitled to all reasonable attorneys' fees, costs and other expenses incurred in such action and in any subsequent efforts to collect the amount awarded.

10. Any portion of this Contract found to be not enforceable by a court of competent jurisdiction will not invalidate the remaining portions of this Contract. Any term of this Contract which is found to be ambiguous shall not be construed against the Company. Nothing herein shall exclude any other rights or remedies to which Company is entitled by law or equity.

11. Customer agrees to indemnify and hold Company harmless, and assume any legal liability to defend Company, its agents, employees, officers and members from any claim or action by any third party arising out of the performance of work pursuant to this Contract except those claims or actions arising out of incidents caused by employees or agents of the Company.

12. All the terms and provisions of this Contract shall be binding upon, shall inure to the benefit of, and shall be enforceable by the respective heirs, beneficiaries, personal representatives, successors and assigns of the parties to this Contract. This Contract is for the benefit of the parties, their successors and assigns, and is not for the benefit of any third party.

13. Plummer's Environmental Services is not responsible for any sewer back up on private or commercial properties while cleaning sewer lines due to inadequate ventilation on the owners sewer.

Name: Bryan Pond

Signature:

X _____

Date:

Brad Keeler, Mayor
Lori Steele, Mayor Pro-Tem
Roger Kenney, Council Member
Todd Overhuel, Council Member
Randy Wisnaski, Council Member
www.plainwell.org



Bryan D. Pond, Superintendent
129 Fairlane Street
Plainwell, Michigan 49080
Phone: 269-685-5153
Fax: 269-685-1994
Email: BPond@plainwell.org

TO: Erik J. Wilson, City Manager
FROM: Bryan Pond, Superintendent
DATE: February 16th 2023
SUBJECT: Dystor Tank Waterproofing

I had this water proofing work removed from the DYSTOR cover replacement contract, as well as the tank cleaning to reduce engineering administrative contract costs, as this is a common activity in my job duties.

I received two bids on the crack sealing of the DYSTOR tank manway, and pump room floor.

DC Byers \$6,975

Mulders Waterproofing \$5,595

The total of \$5,595 is funded in the outside services line item 590-540-931-000. With council approval I am recommending Mulder Waterproofing be awarded the work.



February 10, 2023

Bryan D. Pond
Superintendent
City of Plainwell Water Renewal
129 Fairlane St
Plainwell Mi.49080

Re: Waterproofing Quotes

Pursuant to your request and our on-site visit, Mulder Waterproofing is pleased to quote the Flex Injection of the confined space pipe penetration and cracks in the basement. Mulder Waterproofing will provide all labor, materials, equipment, insurance and supervision to perform this work.

Scope of work

Mobilize on site

Drill 3/8" hole every 6'-8" along cracks

Inject cracks between confined space entry with AzoGrout 424

Patch and repair concrete around entry as needed

Inject AzoGrout 424 in cracks and joints in basement room

Clean up as required

Lump Sum Bid for Balloon Tank \$2,675.00
Lump Sum Bid for Basement Injection \$2,920.00

If you find cost acceptable, please fill in the information requested below and return one copy of this proposal by fax, mail, or e-mail to the number/address listed at the bottom of this page. Payment terms are Net 30 days. Finance charges will be assessed after 31 days. Finance charge at a rate of 2% per month will be assessed on any balance past due.

ACCEPTED BY: _____ **DATE:** _____ **AMOUNT: \$** _____

Mulder Waterproofing wishes to thank you for the opportunity to quote this project and look forward to working with you in the near future. If you have any questions please give me a call.

Sincerely,

Zach Mulder

Project Estimator
Mulder Waterproofing
3420 Ravine Road
Kalamazoo, MI 49006
269-381-8100

File name: Plainwell Waste Water.23

3420 Ravine Road * Kalamazoo, MI 49006 * PH (269) 381-8100 FAX (269) 381-2943
Email- zmulder@mulderwaterproofing.com



D. C. Byers Co./Grand Rapids, Inc.
SPECIALISTS IN RESTORATION OF STRUCTURES SINCE 1903

01/24/2023

City of Plainwell Water Renewal

Attention: Bryan Pond
Regarding: Dystor Tank Leak Repair

Dear Bryan,

D.C. Byers Co. /Grand Rapids, Inc. proposes to furnish all material, labor, equipment, insurance, and supervision to perform the following:

- Repair the leaks in the Dystor Pump room using Azo Hydroactive Injection Grout & Xypex Waterproofing Grout @ the leaking floor to wall, tank wall to basement wall & ceiling to wall intersects.
- Repair the leaking pipe sleeve penetration to include prepping & installing a Waterproof Membrane.

Cost: \$6,975

- If any repairs are required @ the interior face of the tank walls DCB will perform the repairs for a Time & Materials rate as follows.

Labor Cost: \$85/Hr.
Materials & Equipment: Cost + 15%

Thank you for having called upon us. We look forward to working with you on this project.

Sincerely,



John Stevenson Jr.
CEO/Owner
D.C. Byers Company/Grand Rapids, Inc.
JS22-005/sab



D. C. Byers Co./Grand Rapids, Inc.
SPECIALISTS IN RESTORATION OF STRUCTURES SINCE 1903

01/24/2023

City of Plainwell Water Renewal

Attention: Bryan Pond
Regarding: Primary Digester Tank Masonry Repair (2ea.)

Dear Bryan,

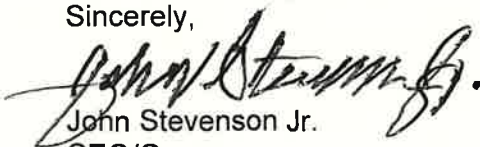
D.C. Byers Co. /Grand Rapids, Inc. proposes to furnish all material, labor, equipment, insurance, and supervision to perform the following:

- Mobilize scaffolding to safely access the masonry walls.
- Remove & replace any deteriorated mortar joints (tuck point) using a mortar to match the existing as close as possible.
- Powerwash the exterior tank walls to clean & then install heavy saturating coat of Clear Masonry Penetrating Sealer.

Cost: \$8,750

Thank you for having called upon us. We look forward to working with you on this project.

Sincerely,



John Stevenson Jr.
CEO/Owner

D.C. Byers Company/Grand Rapids, Inc.
JS22-006/sab



EXECUTIVE SEARCH

Service Overview







michigan municipal league

The Michigan Municipal League has been committed to providing the best possible advocacy, resources, and service to Michigan communities since 1899. We provide our members with the tools and knowledge they need to effectively manage and develop their communities. With the League's intimate knowledge of communities' needs and challenges, we are in a unique position to provide a comprehensive executive search service.

The executive search service is a resource offered to strengthen the quality of municipal government and administration through successful placement of public leaders. The League is invested in the community before, during, and after the search and is dedicated to a long-term partnership. A typical League search takes at least 120 days and is customized to the specific needs of the community.



We love what's coming.

Executive Search Overview

Typical Service includes:

- Up to FOUR personal visits with the search facilitator
- Engagement of elected officials, department heads, and staff in the profiling process to facilitate consensus building around the necessary skills, knowledge, attributes, and team leadership expectations
- An extensive community profile and recruitment brochure
- Advanced marketing, including customized online advertising, targeted emails, and the League's social media
- Direct recruitment of passive candidates
- Personal pre-screening of viable applicants and reference checks
- Development of customized interview questions and the candidate selection format/process
- Assistance with the conditional offer of employment, background check, and contract negotiation

Package Price: \$17,000 for members and \$21,000 for nonmembers

Enhanced Service includes:

All Typical Services:

- Up to FIVE personal visits with the search facilitator
- Community roundtables during the profile processes
- Open house during interview process

Package Price: \$19,000 for members and \$23,000 for nonmembers



For a less complex search, the Basic Service includes:

Up to THREE personal visits with the search facilitator, which includes one day dedicated to interviews

- A community profile and recruitment brochure
- Standard marketing and advertising
- Personal pre-screening of viable applicants and reference checks
- Development of customized interview questions and the candidate selection format/process
- Background check

Package Price: \$14,000 for members and \$17,000 for nonmembers

Optional Services (Priced per service in addition to package cost):

- Community outreach meetings and public forums
- Recruitment video
- Social event or non-traditional setting for candidate screening
- Background checks at point of interview
- Media packet with press releases provided for the local media at key points



We love what's coming.

Services at a Glance

SEARCH TASKS	Search Levels		
	Basic	Typical	Enhanced
PROFILING PROCESS			
Engagement of Elected Officials	●	●	●
Engagement of Department Heads and Staff		●	●
Engagement of Community Members			●
Review Compensation Package	●	●	●
Standard Candidate Profile and Brochure	●	n/a	n/a
Extensive Candidate Profile and Brochure		●	●
ADVERTISING & MARKETING	Basic	Typical	Enhanced
Placement in League Classifieds Website	●	●	●
Standard Advertising (up to 3 job boards)	●	n/a	n/a
Advanced Advertising		●	●
Social Media Announcements	●	●	●
Direct Recruitment of Passive Candidates		●	●



SEARCH TASKS	Search Levels		
	Basic	Typical	Enhanced
CANDIDATE SCREENING & SELECTION			
Pre-Screening Activities/Application Analysis	●	●	●
Develop Standard Interview Format and Questions	●	n/a	n/a
Develop Robust Interview Format and Questions		●	●
Attendance During Interview Process	●	●	●
Assist and Attend Open House Function			●
Extend Conditional Offer w/ Sample Contract	●	●	●
Initiate Contract Negotiations		●	●
Conduct Full 3 rd -party Background Check	●	●	●
OUR GUARANTEE *Applies to municipal executives only	Basic	Typical	Enhanced
Our One-Year Guarantee		●	n/a
Our Two-Year Guarantee			●



We love what's coming.



michigan municipal league

Prepared by the Michigan Municipal League

Emily Kieliszewski
Member Programs Manager,
Membership Engagement
208 N Capitol Ave #1
Lansing, MI 48933
517.908.0302
emilyk@mml.org

Heather Elliott
Member Programs Coordinator,
Membership Engagement
1675 Green Road
Ann Arbor, MI 48105
734.669.6362
helliott@mml.org

Our Clients

The League has completed hundreds of executive searches since 1998. Many of our clients return to the League for executive search assistance because of their satisfaction with our work and their trust in the League to do its best for their community. Listed below are searches the League has performed in recent years:

Client	Position	Year	Population
Grandville	City Manager	2022	15,750
Muskegon	City Manager	2022	38,318
Chelsea	Police Chief	2022	5,393
Ironwood	City Manager	2022	5,045
Petoskey	Finance Director	2022	5,877
Petoskey	City Manager	2022	5,877
Marshall	City Manager	2022	7,088
Norway	City Manager	2022	2,845
Belding	City Manager	2022	5,757
Northfield Township	Township Manager	2021	8,245
Manistee	City Manager	2021	6,226
Missaukee County	County Administrator	2021	14,849
Ionia	City Manager	2021	11,394
Farmington Hills	City Manager	2021	79,740
Elk Rapids	Village Manager	2021	1,642
Riverview	Police Chief	2021	10,694
East Grand Rapids	City Manager	2021	10,694
Clare	City Manager	2020	3,118
Flint	Finance Director	2020	102,434
Flint	Human Resources Director	2020	102,434
Ogemaw County	County Administrator	2020	21,699
Vassar	City Manager	2020	2,697
Quincy	City Manager	2020	1,652
Ishpeming	City Manager	2019	6,445
Grosse Pointe Park	City Manager	2019	11,125
Sault St Marie	City Manager	2019	13,631
Albion	City Manager	2019	8,285
Scottville	City Manager	2019	1,214
Caledonia	Village Manager	2019	1,511
Ludington	City Manager	2019	8,061
Gladwin	City Manger	2019	2,884
Battle Creek	Fire Chief	2018	52,347
Dewitt Township	Township Manager	2018	14,321
Hancock	City Manager	2018	4,634
Hart	City Manager	2018	2,126
Stanton	City Manager	2018	1,417
Cass City	City Manager	2017	2,428
Eaton Rapids	City Manager	2017	5,214
Emmet County	County Administrator	2017	32,694
Fraser	City Manager	2017	14,480
Gladstone	City Manager	2017	4,973
Lathrup Village	City Administrator	2017	4,075
Otsego	City Manager	2017	3,956
Rockford	City Manager	2017	5,719
St. Johns	City Manager	2017	7,865
Allegan	City Manager	2016	4,998
Benton Harbor	Finance Director	2016	9,889
Berkley	City Manager	2016	14,970
Bloomfield Hills	City Manager	2016	3,869
Durand	City Manager	2016	3,446
Elk Rapids	Village Manager	2016	1,642
Flint	DPW Director	2016	97,738

DIVOT group | Municipal Services

City of Plainwell, Michigan

A proposal for Mayor Keeler and the City Council





440 South State Street, Suite 320, Zeeland, MI 49464
(810) 300.7147 | Info@ThinkAboutPivot.com
www.PivotGroupMunicipalServices.com

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

February 16, 2023

Re: Executive Recruitment, City Manager

Dear Mayor Keeler and City Council,

Choosing Plainwell's next City Manager is one of the most important decisions you will make in the upcoming year. At Pivot Group Municipal Services, we take the process of recruiting, robustly vetting, and selecting the best candidate for such a critical position very seriously. With that in mind, we are proud to provide the City of Plainwell with the following proposal to conduct professional services during the search for your next City Manager.

Pivot Group will provide professional vetting of candidates and advocacy of the best possible choice for the City, soliciting candidates from the ranks of various professionals and public policy practitioners across our state and region. We will actively reach out and recruit candidates, bearing in mind that the qualified candidates you desire are not necessarily spending their days looking at job boards or classified ads. We know that Plainwell is a wonderful community, and we believe the opportunity to serve as your next City Manager will garner much interest among qualified professionals.

We provide a one-year placement guarantee. If for any reason the chosen candidate does not work out during their first year on the job, we will redo the search at no cost to the City.

We look forward to collaborating with you during this important process.

Respectfully,

A handwritten signature in dark blue ink that reads "Kris D. Pence".

Kris Pence, Principal

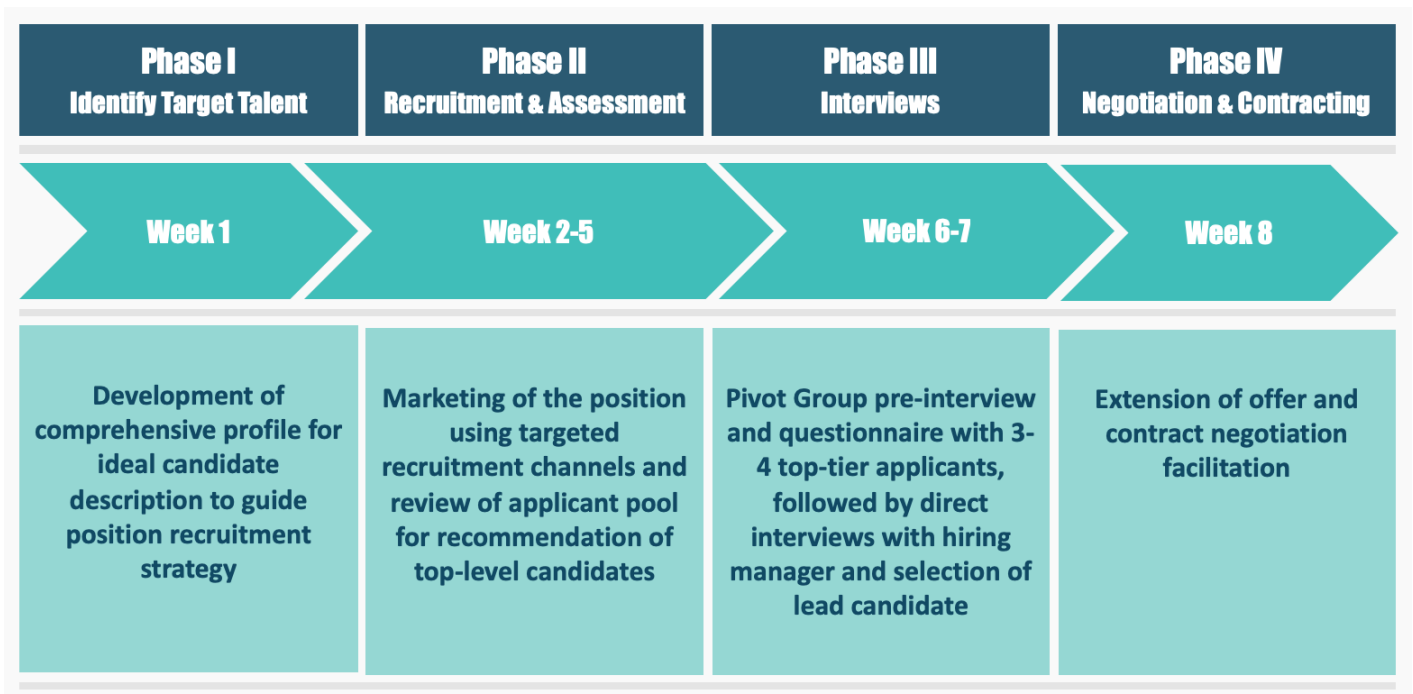
Scope of Services

Pivot Group Municipal Services proposes to provide the following services to the City of Plainwell:

- Develop a public job posting based on consultation with the City of Plainwell and the job description as denoted by the City charter and ordinances.
- Advertise the job posting on the Michigan Municipal League, Michigan Municipal Executives and the International City/County Management Association websites.
- Market the position to select, top-notch potential candidates and advocate that they apply for the job.
- Pivot Group's principal and lead search members will review applicant résumés and provide a selection of recommended candidates for the Mayor and Council to review.
- Pivot Group will provide a deep dive into the work history and social media history of all applicants, as well as reference screenings for all applicants. We will also provide a formal criminal and financial background review of the lead candidate.
- Pivot Group will attend an in-person meeting to review candidates and provide guidance.
- Once the Mayor and Council have narrowed the applicant field to three or four candidates, Pivot Group will conduct pre-interview questionnaires with each top candidate.
- Selected candidates will be invited and scheduled for interviews with the Mayor and Council.
- Pivot Group will attend an in-person meeting to facilitate the candidate interviews.
- Upon identification of a lead candidate, Pivot Group will provide a criminal background check completed by a certified law enforcement officer in the State of Michigan.
- Pivot Group will facilitate the completion of an Everything DiSC® Management Profile questionnaire, as well as a research-validated personal assessment, and we will offer professional feedback to the Mayor and Council.
- A sample contract will be provided for the Mayor, Council, and candidate to review.
- Aid in contract negotiation facilitation will also be provided as necessary.
- Onboarding and transition support services can be added at additional cost, pending individual and organizational need.
- Leader success check-in following six months of employment to aid in transition and performance review.

Executive Search Work Plan

Pivot Group submits the following Executive Search Work Plan to outline the timeline of this recruitment proposal. This structured but flexible process is meant to be adapted as the needs of the City, stakeholders, and potential candidates are taken into consideration.



Phase I: Identify Target Talent

Through in-depth listening assessments, we will learn the “must-have” and “ideal” experiences, traits, and behaviors you are looking for in a City Manager. We will start by interviewing stakeholders and staff members to understand the goals, skills, experiences, and behaviors that are critical and “ideal” for the position. We will also identify the key selling points of the position, organization, and community, which informs the marketing strategy that we will create to pursue a talent pool.

Based on stakeholder assessments, a comprehensive position profile will be prepared for approval. Additionally, we will research the existing compensation and benefits structure as compared to the market. The finalized position profile and compensation will be presented for approval prior to marketing the position.

Phase II: Market the Posting to the Right People, and Assess Applicants

We will use social media and national job boards to promote the opportunity, as well as to promote the amazing aspects of living, working, and playing in and around the City of Plainwell. This will result in the largest possible number of qualified applicants. In addition to searches of executive and professional talent databases, we will perform direct targeted outreach to candidates who might not apply through social media platforms or who might not engage with Michigan Municipal League and other municipal websites. This targeted outreach will help create a deep, diverse pool of qualified and interested candidates.

Upon receipt of applications, we will thoroughly assess the qualifications and suitability of all candidates in an independent and objective manner. We will use a survey, video interview, phone interview, cyber review, reference checks, and background checks to thoroughly assess applicants. We will provide access to and summarize this data for review by relevant decision stakeholders. Select candidates will be recommended for further consideration and as potential interview candidates. Additional assessments can be coordinated, as needed, or directed by the Mayor and Council.

Phase III: Interviews

We will coordinate an outstanding interview experience of the top three or four candidates, conducted by the City stakeholders, in compliance with current laws. Finalists will have an on-site interview, which can include a wide range of community engagement opportunities and tours. As directed by the Mayor and Council, we will coordinate schedules, manage candidate communications, and provide on-site logistic support during the on-site interviews. We will thoroughly prepare the Mayor and Council for the interviews by providing guidance, support, and interview questions customized to the qualities that emerged through the detailed position profile and ideal candidate assessment. We will also provide a comprehensive background review of the selected lead candidate.

Phase IV: Negotiation and Contract Development

We will assist with the negotiation and contract development process, along with other administrative and legal parties. We can provide a sample contract for consideration. Our specific role will be directed by the Mayor and Council as it relates to an offer extension and the facilitation of contract negotiation. An Everything DiSC® Management Profile will be completed upon offer acceptance.

Optional Phase V: Onboarding and Transition Support

For additional fees, candidate onboarding and support services can be arranged to aid in their successful transition into their new role. We offer a complimentary 360-degree feedback check-in after six months, and we will assist the hiring stakeholder(s) in determining performance expectations.

Executive Search Team

James R. Freed, Lead Search

James has more than 16 years of senior leadership experience in both the public and private sectors. In the private sector, James served as an executive working to grow businesses in southern Michigan. In the public sector, as City Manager of one of Michigan's larger core communities, he led one of the largest financial turnarounds in state history. James has also led executive recruitments for municipalities ranging in size from six employees to more than 400 employees. This gives him a unique perspective on local government, as well as the needs of the business community.

James holds a Bachelor of Science from Indiana Wesleyan University, with an emphasis in political science, as well as a Master of Business Administration from DeVos Graduate School at Northwood University.



James was among the *Crain's Detroit Business* "40 Under 40" winners in 2016. In 2017, the Port Huron NAACP awarded him the Martin Luther King "Honorable Mention" for his work on equity and inclusion. And in 2018, the Michigan Chamber Foundation and JCI Michigan included him on their list of Outstanding Young Michiganders.

James has previously served as a keynote speaker for the Michigan Municipal League, West Michigan Policy Forum, and several colleges and universities.

In addition to his formal education, James has proven experience in economic development, community development, government administration, human resources fiscal policy, grant writing, collective bargaining negotiations, project management, environmental protection, and constituent relations.

Kris Pence, Principal

Kris Pence is an organizational development consultant, licensed professional counselor, and award-winning educator. He is passionate about human capital — aiding organizations in the retention of high-value employees and the attraction of new talent. Kris draws on more than a decade of experience teaching political science and public policy, and nearly as much time counseling/consulting with individuals, groups, and organizations.

Pivot Group was started when Kris began consulting with organizations to develop and strengthen their people and processes. He has designed and delivered learning strategies to meet the needs of everyone from frontline employees to members of the boardroom. As his engagement with leaders deepened, it provided opportunities to aid with hiring decisions and subsequently finding talent as well. He has also



assisted with generating organizational change by helping leaders clarify their goals, shift workplace cultures, close performance gaps, and achieve organizational objectives.

Kris holds a Bachelor of Science from Indiana Wesleyan University, with majors in political science, psychology, and history. He also holds a Master of Arts in political science from Miami University of Ohio, as well as a Master of Arts in clinical mental health counseling from Western Michigan University (WMU). He is in the final stages of his doctoral work in counselor education and supervision at WMU. He is a licensed professional counselor (License # 6401015448) and a licensed marriage and family therapist (License # 4151000160) in the State of Michigan.

Darin Dood, Lead Investigator


Darin has spent 22 years working in Michigan law enforcement, 16 of those years as a chief of police. In addition to his experience in community policing and criminal investigations, Darin has also served as a City Manager and chief administrative officer in our state. This gives him great perspective on what municipalities are looking for during an executive recruitment process.

Darin is an expert in candidate vetting and background investigations. His deep dives into a candidate’s history include criminal, financial, and social media reviews.




THE CITY OF LAPEER MICHIGAN

Pivot Group has been retained by the City of Lapeer, MI to facilitate the executive search for their next City Manager. Learn more here: [Lapeer Opportunity](#)



Pivot Group is facilitating the search process for The City of Coldwater's next Director of Neighborhood Services / City Planner. Learn more here: [Coldwater Opportunity](#)



Coming soon, executive search for the next Recreation Director for the City of Auburn Hills.




"Pivot Group Municipal Services did an excellent job. Their product was on par with larger and more expensive firms. We are very pleased with their recruitment work and City Manager placement"

-Mayor Lori Williams
www.stantononline.com



"Pivot Group Municipal Services did an excellent job facilitating our Executive Board's strategic planning session. They kept stakeholders engaged and created an open dialogue."

-Dan Casey, CEO
www.edascc.com



"The leadership at Pivot Group Municipal Services are subject matter experts for unfunded liabilities. Their track record of reform has benefited our community"

-Thelma Castillo, CEO
www.bluewaterchamber.com

Executive Recruitment – Price Proposal

Executive Recruitment Fee:	\$9,700
- Scope of Services & Executive Search Work Plan	
- Consultant Travel (up to 3 trips)	

Total Recruitment Fee: \$9,700

The recruitment fee does not include advertising/publication costs, background review (up to \$750), or travel/accommodations for candidates interviewed.

Consultant travel expenses, up to three trips, are included in the price proposal. Possible in-person meetings could include:

1. Stakeholder interviews for position profile and ideal candidate description.
2. Presentation of recommended candidates.
3. Interview process and lead candidate selection dialogue.

Any additional consultant visits requested by the client (beyond the three visits listed above) will be billed at \$100 per hour, \$340 for a half day, or \$680 for a full day. The travel expenses incurred for additional visits will be billed to the client.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows:

1st Invoice upon acceptance of proposal:	40% of the Recruitment Fee
2nd Invoice upon recommendation of candidates:	40% of the Recruitment Fee
Final Invoice upon completion:	20% of the Recruitment Fee plus all expenses

Payment of invoices is due within 30 days of receipt (unless the client advises that its normal payment procedures require 60 days).

Placement Guarantee

Pivot Group is dedicated and committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests that additional candidates be developed for interview consideration. If additional advertising beyond Phase I is requested, the client will be billed for the actual advertising charges.

Upon appointment of a candidate, Pivot Group provides the following guarantee: Should the selected and appointed candidate, at the request of the client or the employee's own determination, leave the employ of the client within the first 12 months of appointment, we will (if desired) conduct one additional recruitment, billing the client for the cost of expenses and announcements only. This request must be made within three months of the employee's departure.

Proposal Acceptance

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

The City of Plainwell, Michigan, agrees to retain Pivot Group Municipal Services to conduct City Manager recruitment in accordance with the above proposal. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

City of Plainwell, Michigan

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

Pivot Group Municipal Services

By: _____

Title: _____

Date: _____

REQUEST FOR PROPOSAL

CITY OF PLAINWELL

February 7, 2023



CITY MANAGER SEARCH

“Frank's recruitment process is unmatched. We considered all the firms in Michigan. For the second time, we unanimously chose Walsh Municipal Services.”

- Matt Waligora, Mayor, City of Alpena, MI

HOME OF THE



Dear Mayor Keeler and Plainwell City Council Members,

Thank you for the opportunity to submit my firm's proposal to serve you in your recruitment for a new City Manager. Plainwell will offer your next City Manager some exciting opportunities given your work over the past decade with the former Plainwell Paper site. Your downtown is strong and Plainwell's industrial park is thriving.

I founded Walsh Municipal Services, LLC in 1997. For the past 26 years, my Okemos based firm has been fortunate enough to serve communities in every corner of the Mitten State. Over the past few years, Walsh Municipal Services, LLC has provided exemplary customer service to Clinton County, Brighton, Chelsea, Allen Park, Coopersville, Grand Blanc Township, Georgetown Township, Berrien County, Portage, Marquette Township, Dimondale, Port Huron, Hudsonville, Grand Haven, Fennville, Alpena, Marquette, Alpena County, Saugatuck, Saline, Ada Township, Caro, Saginaw Township, Brooklyn, Manchester, Mount Pleasant, Durand, Morenci, Frankenmuth, Hartland Township, Bridgeport Township, Decatur, Saugatuck Township, Suttons Bay, Pinckney, Paw Paw, St. Johns, Eaton Rapids, Ewart, Blissfield, Yale and Wolverine Lake.

Having served as a Michigan municipal leader for the past 33 years, I offer you a connected network of candidates. Our relationship does not end with the selection of a candidate. Our firm offers complimentary continued support with mentoring and coaching. We want your new City Manager to be successful.

Walsh Municipal Services is committed to modest fees, outstanding customer service and trusted client communication. Throughout the recruitment process, our firm provides weekly updates to the community we represent. You'll never have to wonder about the status of your recruitment. I hope you will have an opportunity to reach out to any of our clients we have served over the past 26 years. Please feel free to visit our firm's website at www.walshmuni.com.

Best wishes as you proceed forward with your recruitment. We hope to become your firm of choice.

Sincerely,

Frank L. Walsh

Frank L. Walsh, President



city of
PLAINWELL
michigan

CLIENTS SERVED

- Ada Township
- Berrien County
- Bridgeport Charter Township
- City of Allen Park
- City of Alpena
- City of Bangor
- City of Brighton
- City of Brown City
- City of Buchanan
- City of Caro
- City of Cedar Springs
- City of Charlevoix
- City of Chelsea
- City of Coopersville
- City of Croswell
- City of Durand
- City of Eaton Rapids
- City of Ewart
- City of Fennville
- City of Frankenmuth
- City of Grand Haven
- City of Hudsonville
- City of Jackson
- City of Marquette
- City of Morenci
- City of Mount Pleasant
- City of Northville
- City of Port Huron
- City of Portage
- City of Roosevelt Park
- City of Saline
- City of Saugatuck
- City of St. Johns
- City of Watervliet
- City of Yale
- Clinton County
- Coloma Township
- County of Alpena
- Georgetown Charter Township
- Grand Blanc Township
- Gratiot County
- Hartland Township
- Marquette Charter Township
- Saginaw Charter Township
- Saline Area Fire Department
- Saugatuck Township



- Tittabawassee Township
- Village of Blissfield
- Village of Brooklyn
- Village of City of Douglas
- Village of Decatur
- Village of Dimondale
- Village of Manchester
- Village of Paw Paw
- Village of Pinckney
- Village of Stevensville
- Village of Suttons Bay
- Village of Three Oaks
- Village of Wolverine Lake

OUR CLIENTS

“Frank’s service was unparalleled. He led our city manager search with passion and high energy.”

- Karen Dunigan, Former Mayor, Jackson, MI

“I’ve been through three different city manager recruitments. The first two times we opted for a national firm. Based on the results, the third time we chose Walsh Municipal Services. Without hesitation, I’d strongly recommend Frank. Frank’s customer service, and ability to attract an incredible field of candidates for Portage, was truly remarkable.”

- Patricia Randall, Mayor, City of Portage, MI

“Frank Walsh was instrumental in the search for our next city manager. From the get-go, he provided clear and regular communication to the city commission and designated city staff. He was enthusiastic in his work and had a genuine care for ensuring we found the right fit for Marquette.”

- Jenna Smith, Mayor, Marquette, MI

“Thank you for all the time and effort you devoted to making certain the Mount Pleasant search was successful. Rest assured that I am a Walsh Municipal Services fan!”

- Dr. George Ronan, City Commissioner, Mount Pleasant, MI

“I’m really thankful we hired Frank Walsh to lead our recruitment in Georgetown Township. Frank brought us great candidates, stuck to our schedule and there were no surprises.”

- Jim Wierenga, Supervisor, Georgetown Township, MI

“5-star recruitment Firm. Frank Walsh is amazing. Excellent customer service.”

- Connie Cobley, Councilmember, Durand, MI



FIRM OVERVIEW

In 1997, while serving as St. Joseph City Manager, the Village of Stevensville contacted me and asked if I would help them search for a new Village Manager. Village President Pat Arter made the request. I volunteered my time and developed a deep passion for the recruitment. Fast forward 26 years and Walsh Municipal Services, LLC is serving communities across the state. We serve every community with pride, passion and performance.

We do not operate a large firm. However, we have close ties to several managers that assist in the outreach process. Our firm has a reach well beyond Michigan. We recently successfully recruited managers from North Carolina, South Carolina, Wyoming and Wisconsin to Michigan. Although we specialize in Michigan, we are well-known for recruiting on a nationwide basis.

Walsh Municipal Services is most proud of being the founder of the Hugh and Lucy Mizelle Scholarship Fund. Started in 2002, the Mizelle Fund was a \$40,000 endowment to help low-income students attend college. We named the fund after my grandparents who were not able to attend college due to financial hardship. Over the next several years, the Mizelle Fund supported 27 high school student graduates with their first year of college.

We have come a long way since assisting Stevensville in 1997. However, we will never lose sight of our founding principles. We serve our clients with moderate fees, unparalleled communication and we guarantee our results. We would be honored to serve the City of Plainwell.



RECRUITMENT – RESUME

Mr. Walsh's contact information is provided on the summary page of the submittal. He is available at any time throughout the recruitment and will communicate to the City Council and appropriate staff on a weekly basis. Communication is the hallmark of WMS.

His resume includes the following:

- 26 years of municipal recruitment experience
- 31 years of service to Rotary (Past President, Paul Harris Fellow)
- 20 years as a Junior Achievement volunteer
- Master's Degree in Public Administration
- Awarded the Outstanding Leader Award by Michigan Municipal League
- Awarded the Outstanding Service Award by the Michigan Municipal Executives
- 38 years of municipal management experience
- 16 years of experience in township government
- Volunteer youth coach (baseball, tennis, football, volleyball)
- Conference speaker at MTA, MML, MME, and ICMA
- Founder of Catossa, Oklahoma Tornado Relief Fund
- Founder of the Lucy and Hugh Mizelle College Scholarship Fund
- 100% Placement Record leading WMS



city of
PLAINWELL
michigan

SCOPE OF SERVICES

The Selection

Walsh Municipal Services (WMS) is prepared to initiate the City of Plainwell search process immediately following the City Council selection.

Recruitment Profile

WMS will help develop a strategy and schedule for the City Manager process. Our strategy will identify the channels, both print and internet based, in which the position will be advertised. We will recruit through the MML website, social media outlets, word-of-mouth and our vast Michigan network. Our efforts will successfully reach over 400 potential candidates. Our City of Plainwell Profile will entice candidates from across the state and beyond.

Candidate Qualifications

WMS will review resumes for background qualifications and conduct preliminary telephone interviews with the most qualified 4-6 candidates. The phone interviews will delve into each applicant's experience and credentials to serve the City of Plainwell.

Reference Reviews

WMS will evaluate each candidate for serious consideration by conducting in-depth reference checks with individuals who are in, or have been in, a position to carefully and professionally critique their past performance. A short list of candidates will be presented to the City Council for their consideration.

Reference Review Mitigation

As with every search conducted by WMS, if politically sensitive or potentially embarrassing issues arise, WMS is skilled to take the necessary time to study and provide City officials a clear picture of the issue. If you reach out to our clients, you will note WMS handles this type of findings with tact and diplomacy.

Community Groups, Staff and Interviews

WMS will provide City officials with a recommended process for coordinating interviews. WMS accepts full responsibility for scheduling interviews, preparing interview booklets, and attending interviews. **All of our services are offered as a flat fee.**

SCOPE OF SERVICES CONTINUED

Notify Candidates Not Selected

WMS prides itself in its communication skills. This not only includes the City Council, but also candidates who were not selected to serve the City. WMS handles these communications with tact and respect.

Structuring Candidate Offer

WMS has been involved in each search it has completed in recommending and developing offers of employment and compensation packages. We will work to structure any offer to be consistent with the goals of the City Council.

Communication and Updates

No business is successful without constant communication with its clients. WMS will provide the City with regular written status reports and keep candidates engaged and apprised of their status. WMS will work hard to retain all candidates during the recruitment process.

WMS "Promise" – 1 Year Guarantee

WMS provides a guaranteed level of service. While it is important to note our firm has a near perfect placement record, there is always the possibility of the relationship not working out. WMS will redo the City of Plainwell recruitment, at no cost, if your selected candidate fails to be employed by your community for a 1-year period beyond the effective starting date.



THE PROPOSED SCHEDULE

In summary, WMS provides a thorough recruitment process and offers the following detailed schedule (subject to change by the City Council):

February 27, 2023

Firm selection by the City Council

February 28, 2023 – March 7, 2023

Develop recruitment profile

March 10, 2023

Job announcement posted on municipal sites and social media

March 10, 2023 – April 7, 2023

Recruitment period

April 7, 2023

Deadline to apply

April 9, 2023

City Council meet in closed to review candidates

April 11, 2023

City officials announce 4 finalists

April 22, 2023

Public interviews

April 23 – April 28, 2023

Final background check and contract negotiations

April 28, 2023

City Council approves new City Manager/Contract

EXPERIENCE AND RESULTS



Village of Paw Paw (population 3,835)

Village Manager

Reference, Mr. Will Joseph, Village Manager, 810-355-6505;
josep2wl@gmail.com



Clinton County (population 79,128)

County Administrator

Reference, Mr. Robert Showers, Chairman, 517-669-3732;
rshowers49@gmail.com



City of Portage (population 51,505)

City Manager

Reference, Ms. Patricia Randall, Mayor, 269-329-4400;
randallp@portagemi.gov



City of Alpena (population 10,483)

City Manager

Reference, Mr. Matt Waligora, Mayor, 989-766-3557;
mattwa@alpena.mi.us



City of Marquette (population 21,697)

City Manager

Reference, Ms. Jenna Smith, Mayor, 906-361-7429;
jsmith@marquettemi.gov



Ada Township (population 15,350)

Township Manager

Reference, Mr. Bob Proos, Trustee, 616-437-3559;
bobproos@servantfire.com



City of Saline (population 8,350)

City Manager

Reference, Mr. Brian Marl, Mayor, 734-429-4440;
brianmarl@gmail.com

BENEFITS OF WALSH MUNICIPAL SERVICES

WMS sets the bar high. We offer the City of Plainwell the following large firm benefits:

- ◆ Unparalleled Commitment
- ◆ 100% guaranteed satisfaction
- ◆ 26 years of recruitment experience
- ◆ Knowledge and appreciation of the City of Plainwell and Allegan County
- ◆ Timely and consistent communication.... the City Council will be kept informed
- ◆ Competitive fees
- ◆ No hidden costs....no surprises
- ◆ Responsive customer service7 days a week
- ◆ References that will speak to our success rate
- ◆ We will present you with a strong field of finalists
- ◆ A new City Manager appointed on April 28, 2023
- ◆ Service Beyond Selection



COST PROPOSAL

Walsh Municipal Services will oversee the entire Plainwell City Manager recruitment and extend a one-year guarantee for a fee of \$12,850.

Our proposal includes: Premium Publication Costs and Background Check
Total not to exceed \$12,850.

- ◆ Draft and post job announcements through multiple print and internet- based sources.
- ◆ Recruit a talented field of candidates.
- ◆ In addition to resumes, provide a candidate questionnaire, which will be made available to the City Council at the time the governing body reviews candidates.
- ◆ Conduct preliminary phone interviews with top candidates.
- ◆ Complete responsible in-depth reference checks for top candidates.
- ◆ Prepare candidates and the City Council for public interviews.
- ◆ Meet with the City Council to review top candidates.
- ◆ Prepare interview questions that encompass the City of Plainwell community and qualifications sought by the City Council.
- ◆ Handle necessary travel plans, community meet and greet and other requested meetings with staff and stakeholders.
- ◆ Assist the City Attorney in contract negotiations.
- ◆ Service beyond the selection.

SUMMARY

We want to thank you for the opportunity to submit our credentials as you begin the process to choose your next City Manager. As you know, in many ways, this is one of the most important decisions you will make as an elected official. WMS will work with great passion, ethics, and determination to help you find the “right fit.” Our firm hopes that after talking to our Michigan client base, you will select WMS for the City of Plainwell.

Our firm is based on simple principles. Work hard, follow through and commit to excellence. There are many great firms in Michigan to choose from. We desire to be your firm of choice. Best wishes as you move forward.

Please contact us directly if you have any questions.

Frank L. Walsh, President
Walsh Municipal Services
2637 Elderberry Drive
Okemos, Michigan 48864
517-920-0134
Walshmuni@gmail.com



Water Renewal

Superintendent: Bryan Pond

January 2023



Significant Department Actions and Results

The new pumps for 12th St came in and will be installed in next month or so, after changes are made to the lifting beam.

The heat exchanger tubes were changed out because of the poor heat transfer causing escalated natural gas bills. After the work was complete the gas usage went down considerably and is running normal.

The painting of the interior of the DYSTOR building was started this month as part of plant maintenance.

Pending Items (including CIP) FY 22/23

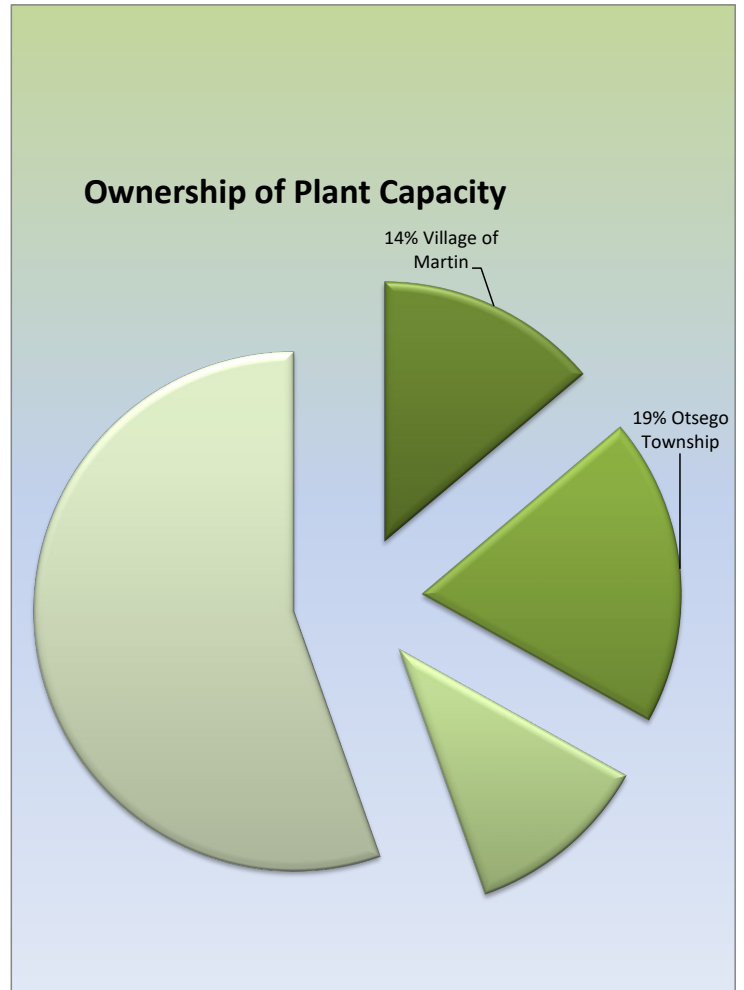
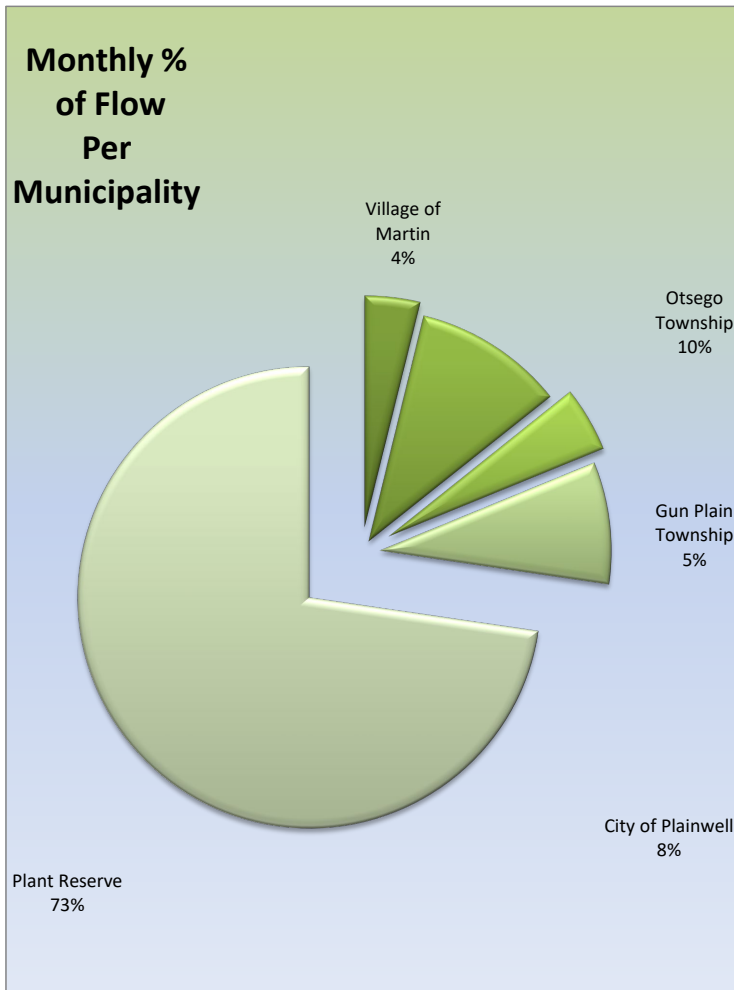
Expenditure Summary/Issues

	<u>(budgeted)</u>	<u>(completed)</u>
New non clog pumps for 12th St lift station (2)	16,750	33,500
Clean digesters		20,000
New Dystor Cover [bids \$427,000 to 450,000 5-22]		<u>318,000</u>
		371,500

Monthly Flow Data

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

	Total Gallons	Permitted Daily Flow Gallons	Reserve	Ownership of Plant Capacity
Village of Martin	992,780			
Gun River MH Park	543,000			
US 131 Motor Sports Park	0			
Total:	1,535,780			
AVG. DAILY:	42,661	180,000	76%	14%
Otsego Township	Total: 4,226,382			
AVG. DAILY:	117,400	250,000	53%	19%
Gun Plain Township	Total: 1,271,000			
North Point Church	2,000			
North 10th Street	347,397			
Gores Addition	209,000			
AVG. DAILY	50,817	150,000	66%	12%
City of Plainwell	Total: 3418216			
AVG. DAILY:	110265.05	720,000	85%	55%
Avg. Daily Plant Flow from entire service district	0.34			



State Required Reporting Compatible Pollutants

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

25 mg/l	15	11.47
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This test measures the amount of oxygen consumed by bacteria during the decomposition of organic materials. Organic materials from wastewater treatment facility act as a food source for bacteria.

TOTAL SUSPENDED SOLIDS (TSS):

30 mg/l	15	10
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Includes all particles suspended in water which will not pass through a filter. As levels of TSS increase, a water body begins to lose its ability to support a diversity of aquatic life.

PHOSPHORUS (P):

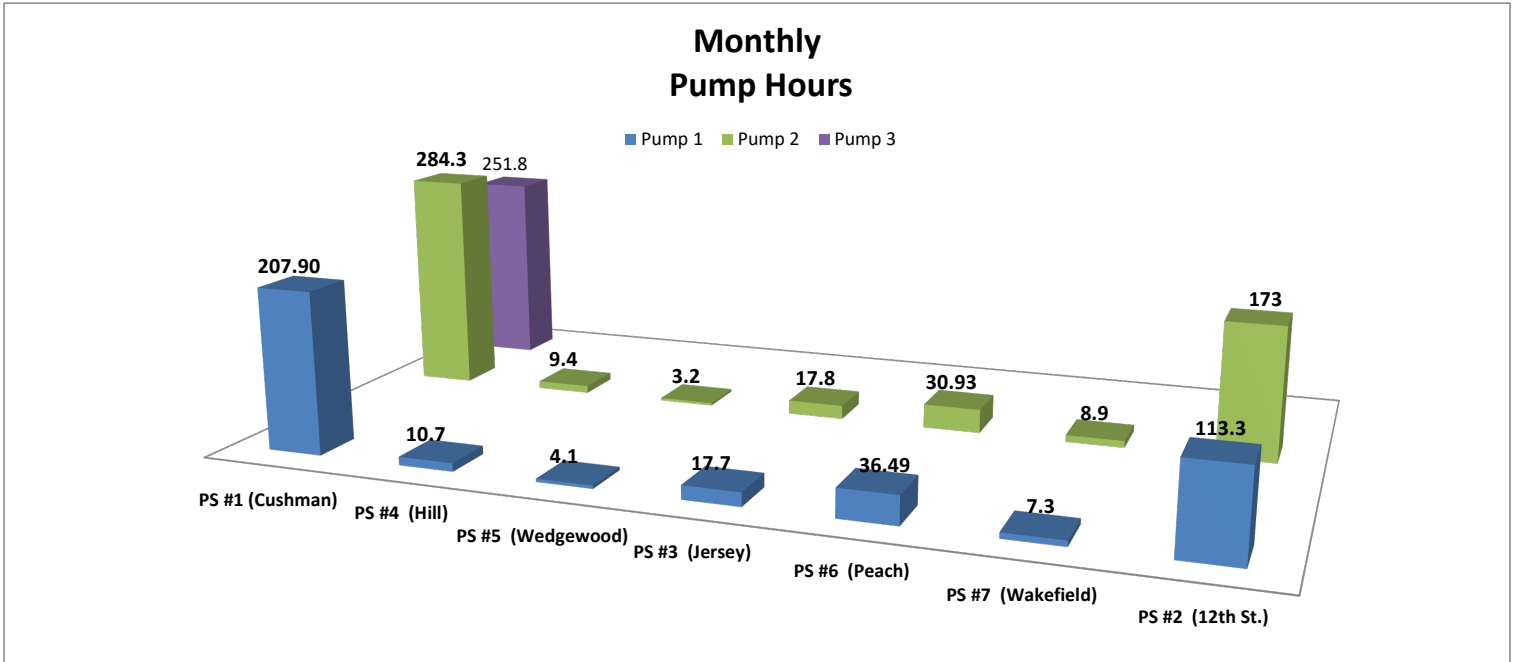
1.0 mg/l	0.45	0.36
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Controlling phosphorous discharges is a key factor in preventing eutrophication of surface waters. Eutrophication is caused by water enrichment of inorganic plant nutrients. Eutrophication negatively effects water bodies due to increases in algal blooming, causing excessive plant growth which depletes dissolved oxygen in the river which is necessary for aquatic life to survive.

Total Coliform (COLI):

200counts/ml	50	2
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A group of bacteria found in soil, on vegetation and in large numbers in the intestine of warm-blooded animals, including humans. Water is not a natural medium for coliform organisms and their presence in water is indicative of some type of contamination.



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

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

1. Call to Order - Meeting called to order at 7:33 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call
Members Present: Randy Wisnaski, Erik Wilson, Jim Turley, Angela Ridgway, Nick Larabel, David O'Bryant
Excused: EJ Hart, Paul Rizzo, Adam Hopkins
Approval of Minutes of 01/10/23: Minutes were approved to place on file.
4. Chairman's Report: None
5. BRA Action Items
 - A. Mill update by Wilson, City Manager – Roof repairs, lead abatement on mill beginning shortly, power in sections of the mill along with cameras.
 - B. Motion to accept accounts payable for January of \$2,812.86 was made by Turley and seconded by Wilson. All in favor vote. Motion carried.**
6. DDA Action Items
 - A. **A motion to accept the Payout Request 1 & 2 for the Rental Rehab project was made by Wilson and seconded by Larabel, all in favor vote. Motion passed**
 - B. Discussion on Experiential Learning Center, hosting a Food Truck Rally on the 3rd Tuesday of the month in June, July, and August. This would be supported through the DDA and is part of a grant project through the Experiential Learning Center of Kalamazoo.
 - C. Motion to accept accounts payable for January of \$97.00 was made by Larabel and seconded by Wisnaski. All in favor vote. Motion carried.**
7. TIFA Action Items
 - A. There were no funds expended for the month of January.
9. Communications: 12/27/2022 and 01/09/2023 Council Minutes. Also, the Financial Report/ Summary as of 01/31/2023 was approved and placed on file.
10. Public Comments: None
11. Staff Comments: Community Development Manager, Siegel reported:
Events: Chocolate Stroll and Art Hop
Businesses: Nothing new to report
Projects –Masterplan; Rental Rehab; Master Plan; Fitness Court
City Manager, Erik Wilson reported: Clark Gas Station, we do authority over the building. Working with EGLE to empty tanks, not a lot of progress. Possible for the DDA to consider demoing the building in the future.
Parking and easement behind Warnament Building as Mosaic Distillery are preparing for their phase 1 development.
12. Member Comments:

David O'bryant shared that he would be supportive of a swap with the parking and easement behind Warnaments. He also opposes the DDA/City spending any funds on the demolition of the Clark Gas Station at this time.

Adjournment: A Motion to adjourn the meeting at 8:33 a.m. was made by Larabel and seconded by Turley.

Submitted by Denise Siegel, Community Development Manager

DRAFT

**MINUTES
CITY OF PLAINWELL
PARKS & TREES COMMISSION
February 16, 2023**

1. Bunny LaDuke called the meeting to order at 5:00 PM.
2. Roll Call: Present: Marsha Keeler, Bunny LaDuke, Shirley DeYoung, Cory Redder and Public Works Superintendent Bob Nieuwenhuis and Council Member Todd Overhuel. Absent Matthew Bradley.
3. Approval of Minutes:

Shirley DeYoung moved to accept and place on file the minutes of, January 12, 2023. Bob Nieuwenhuis supported the motion. On voice vote, motion carried unanimously.

4. Parks:

Bob reported that the grant for the first portion of the national fitness space in Sherwood Park in the amount of 40,000.00 was approved. Denise has the final meeting tomorrow then the DNR grant process will get started. There were a few suggestions on maybe putting up shrubs along the playground area to keep the children safe also the fence along the river would have to be extended. This probably won't go up till next year. Bob said we weren't doing much with the parks because of it being winter.

Sherwood Park Maintenance Report – Shirley DeYoung

Shirley reported that she drove by the park and it looks fine.

Pell Park Maintenance Report – Marsha Keeler

Marsha reported that there wasn't anything going on in the park and it looks fine.

Hicks Park Maintenance Report – Matthew Bradley

Matthew was unable to make the meeting.

Cook Park Maintenance Report – Cory Redder

Cory reported that lots of people and dogs were using the park with the nice weather.

Kenyon Park Maintenance Report – Bob Nieuwenhuis

Bob/Todd reported that that there was a snowball softball tournament over the weekend. Todd mentioned that part of the bench was out and needed some attention.

Darrow Park Maintenance Report – Bunny LaDuke

Bunny reported that the park looked fine. Cory mentioned that he saw people fishing.

Riverwalk, Band Shell & CBD Maintenance Report – Cory Redder

Cory reported that nothing much was happening there. He did notice kids skateboarding.

5. New Business

- A. Shirley shared some print outs of flower meadow ideas. The board agreed that we need to kill the grass and weeds before we plant any flowers.

6. Open Business

- A. Bunny wanted to continue our discussion of the small pollinator gardens that we can put in front of the DPW and DPS. We might be able to find a few businesses to donate money to buy the flowers. Bob said the DPW would help get the ground area ready and pour cement when we come up with a design plan. Bunny suggested that we apply for some grants also. She has written grants before and said she could do this.

There was also discussion about renewing the monarch butterfly project from last year. Everyone seemed to be onboard with these ideas. Bob said we could use the plastic we got for the ice rink this year because we didn't do the rink because of the weather.

It was also mentioned that there are grants for railroad areas like our trestle to make that safer and dog friendly.

7. Public Comments

None.

8. Staff Comments

Cheryl mentioned to Bunny about the city buying some seedlings from the Chula Vista club. Bunny will check to see how much and what kind of trees they will have.

9. Chairman's Report

None.

10. Commissioners' Comments

None.

11. Items For Next Agenda

12. Next Meeting

The next meeting will be Thursday March 16, 2023 at 5 PM.

13. Adjournment

Shirley DeYoung moved to adjourn the meeting. Marsha Keeler supported the motion. On voice vote, motion carried unanimously.

There being no further business, the meeting adjourned at 5:59 PM.

Minutes Respectfully Submitted,
Cheryl Pickett

02/23/2023

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
INVOICE ENTRY DATES 02/10/2023 - 02/23/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
000004	PLAINWELL AUTO SUPPLY INC		
	680992	WR - 16OZ MOTOR TUNE UP & PURPLE POWER WASH BI	27.47
	681086	WR - 5GAL AIR TANK BP	73.49
	681173	DPW - HYDRAULIC ADAPTER FOR #152 AB	33.78
	681279	DPW - BATTERY #73 AS	74.28
	681362	DPW - WHEEL FLAP/BRUSH SHOP JF	33.87
	681438	DPW - ALTERNATOR #18 AS JF	172.99
	681491	DPW - EXTENSION FOR PULL PAVER JF	11.29
	681593	DPW - BALL BEARING FOR MERRY GO ROUND SHERWOOD	469.97
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			897.14
000013	RATHCO SAFETY SUPPLY INC		
	177015	DPW - SIGNS FOR CITY CP	1,922.63
TOTAL FOR: RATHCO SAFETY SUPPLY INC			1,922.63
000014	MICHIGAN GAS UTILITIES CORP		
	4468203674	WR - 12TH STREET ELECTRIC SERVICE 1/11 - 2/8/2023	36.76
	4468914945	CITY HALL GAS SERVICE 1/13 - 2/10/2023	281.01
	4469260685	DPW GAS SERVICE 1/13 - 2/10/2023	814.92
	4469306611	WR - CUSHMAN ST LIFT GAS SERVICE 1/13 - 2/10/2023	78.37
	4469501102	DPS GAS SERVICE 1/13 - 2/10/2023	1,053.20
	4469794670	CRISPE HOUSE GAS SERVICE 1/13 - 2/10/2023	739.57
	4470163830	WR GAS SERVICE 1/13 - 2/10/2023	3,238.95
	4470293971	DPW BACK BARN GAS SERVICE 1/11 - 2/8/2023	535.99
	4471741406	WR - CHEM ROOM GAS SERVICE 1/16 - 2/13/2023	220.61
TOTAL FOR: MICHIGAN GAS UTILITIES CORP			6,999.38
000035	APPLIED INNOVATION		
	2148638	CITY HALL COPIER CHARGES 1/13 - 2/12/2023	273.81
	2151165	DPW/WR COPIER CHARGES 1/16 - 2/15/2023	75.35
TOTAL FOR: APPLIED INNOVATION			349.16
000079	ALLEGAN COUNTY NEWS		
	7036	ADMIN - AMENDMENTS/ORDINANCE	360.00
TOTAL FOR: ALLEGAN COUNTY NEWS			360.00
000138	AMERICAN OFFICE SOLUTIONS		
	33411622	DPS COPIER LEASE & USAGE JANUARY 2023	152.14
TOTAL FOR: AMERICAN OFFICE SOLUTIONS			152.14

000153	FLEIS & VANDENBRINK INC		
	65049	PROF SERVICES JANUARY 2023 DWAM GRANT	5,413.29
TOTAL FOR: FLEIS & VANDENBRINK INC			5,413.29
000164	ETNA SUPPLY CO INC		
	S104959266.001	DPW - SINK FOR WELLHOUSE 4 CP	410.00
TOTAL FOR: ETNA SUPPLY CO INC			410.00
000243	JIFFY PRINT		
	22749	DPS - SIGNATURE STAMP KC	31.00
TOTAL FOR: JIFFY PRINT			31.00
000282	OUDBIER INSTRUMENT CO INC		
	10396.	VEGAPULS 6X DETECTOR PLUS HARDWARE/INSTALLATIO	10,400.00
TOTAL FOR: OUDBIER INSTRUMENT CO INC			10,400.00
000356	LOCK MASTER SECURITY LLC		
	11684	CH - SERVICE ACCESS CONTROL SYSTEM/COUNCIL CHAMI	225.00
	11685	DPW - NEW LEVER LOCK & SERVICE TO RESTROOM LOCK	310.00
TOTAL FOR: LOCK MASTER SECURITY LLC			535.00
000941	WEST MICHIGAN CRIMINAL JUSTICE TC		
	5095	DPS - ADV CRIME SCENE INVESTIGATION TRAINING	100.00
TOTAL FOR: WEST MICHIGAN CRIMINAL JUSTICE TC			100.00
000962	STATE OF MICHIGAN		
	761-11070197	WR - ANNUAL STORM WATER DISCHARGE PERMIT BP	260.00
TOTAL FOR: STATE OF MICHIGAN			260.00
001413	NCL OF WISCONSIN		
	483148	WR - LAB TESTING SUPPLIES BP	430.17
TOTAL FOR: NCL OF WISCONSIN			430.17
001829	PERCEPTIVE CONTROLS INC		
	15922	DPW - SERVICE CALL ALARM	140.00
TOTAL FOR: PERCEPTIVE CONTROLS INC			140.00
002070	SIGNWRITER		
	43095	DDA - TIFA VDI & JS AUTOMATION DS	200.00
TOTAL FOR: SIGNWRITER			200.00
002091	ABONMARCHE CONSULTANTS, INC.		
	144767	DDA - PROF SERVICES THROUGH 1/31/2023 SOUTHWRIG	1,425.00
TOTAL FOR: ABONMARCHE CONSULTANTS, INC.			1,425.00
002116	CHARTER COMMUNICATIONS		

	0005188020123	DPW/WR INTERNET FEBRUARY 2023	139.98
	0036867020723	AIRPORT INTERNET SERVICE 2/7 - 3/6/2023	84.00
	0054103020523	CITY HALL INTERNET/PHONE/TV SERVICE 2/5 - 3/4/2023	379.47
TOTAL FOR: CHARTER COMMUNICATIONS			603.45

002219	CLARK TECHNICAL SERVICES		
	42-2023.2	CITY WIDE IT SERVICES JANUARY 2023	1,562.50
TOTAL FOR: CLARK TECHNICAL SERVICES			1,562.50

002650	FUEL MANAGEMENT SYSTEM		
	186435	DPS - FUEL/DIESEL FOR POLIE & FIRE	957.18
TOTAL FOR: FUEL MANAGEMENT SYSTEM			957.18

002787	ESPER ELECTRIC		
	29699	DPW - CONDUIT & TWO OUTLETS WELL 4	289.62
TOTAL FOR: ESPER ELECTRIC			289.62

003067	HELPNET		
	145-1205	ADMIN - EMPLOYEE ASSISTANCE PROGRAM OCT - DEC 20	299.88
TOTAL FOR: HELPNET			299.88

003081	GRIFFIN PEST SOLUTIONS INC		
	2351149	CITY HALL PEST CONTROL	728.25
TOTAL FOR: GRIFFIN PEST SOLUTIONS INC			728.25

004190	WATERSOLVE LLC		
	9616	WR - 465LB DRUM OF SOLVE 137 BP	1,100.00
TOTAL FOR: WATERSOLVE LLC			1,100.00

004221	R.W. LAPINE INC		
	47452	DPW - TESTING/REPAIR BACKFLOW DEVICES @ DPW	3,415.87
TOTAL FOR: R.W. LAPINE INC			3,415.87

004241	GHD SERVICES INC		
	340-0058623	UTILITIES/COMMON AREA MAINTENANCE DECEMBER 20	2,725.40
TOTAL FOR: GHD SERVICES INC			2,725.40

004796	SILVERSCRIPT INSURANCE COMPANY		
	2023.02TOWN	RETIREE PRESCRIPTION COVERAGE FEBRUARY 2023 - TOV	30.60
	2023.02WHIT	RETIREE PRESCRIPTION COVERAGE FEBRUARY 2023 - WH	30.60
TOTAL FOR: SILVERSCRIPT INSURANCE COMPANY			61.20

004814	WILLIAMS & WORKS		
	95800	PROFFESIONAL SERVICES PLANNING/ZONING JANUARY 2	79.00
	95810	DDA - PRO SERVICEES PARKS/REC PLAN UPDATE DS	88.26
TOTAL FOR: WILLIAMS & WORKS			167.26

004837	MUNIWEB		
	.54822	WEBSITE HOSTING SEPTEMBER 2022	200.00
TOTAL FOR: MUNIWEB			200.00

004850	FERGUSON		
	0164394-1	DPW - STOCK FOR VAN	119.21
	0172067	DPW - 2 8" SS SINGLE STRAP SADDLE WELL 4 JF	106.34
TOTAL FOR: FERGUSON			225.55

004855	PLAINWELL ACE HARDWARE		
	12542	WR - SAND PAPER/PAINTER TAPE JG	25.97
	12543	DPW - DOOR KNOB AND PUNCH PIN FOR SHOP WK	35.58
	12546	DPW - REBAR FOR WELL 4 AB	45.96
	12549	DPW - REBAR FOR WELL 4 AB	25.98
	12555	DPW - SET SCREWS/ANCHOR/ROTARY BIT WELL 4 AS	11.13
	12558	DPW - SPRAY BOTTLES FOR CITY BATHROOMS DR	8.00
	12560	DPW - KEYS FOR CITY BATHROOMS DR	2.69
	12563	DPW - FLOOR SCRUBBERS FOR CITY BATHROOMS AB	23.98
	12570	DPW - FLAP DISC/CUTTING WHEEL FOR SHOP AB	102.56
	12588	DDA - PICKLE BALL KEYS DS	39.89
	12594	DPW - MISC FASTENERS FOR DEANS DETOUR SIGNS DR	18.32
	12603	DPW - PAINT TAPE & FOAM SEALANT WELL 4 WK	18.58
	12604	DPW - HYDRAULIC CMNT & FOAM SEALANT WELL 4	20.98
	12609	DPW - U BOLT/ANGLE PLAIN/MISC FASTENERS WELL4 AE	61.15
	12611	DPW - PAINT/ROLLER/TRAY WELL 4 WK	57.58
	12614	DPW - PAINT/PAINT MARKER WELL 4 WK	54.98
	12616	DPW - MISC FASTENERS/KWIKWELD/SPRAY PAINT SHOP	27.53
	12619	DPW - 3/4" STRAP 3PK WELL 4 WK	3.18
	12623	DPW - SPRAYPAINT WELL 4 JF	34.36
	12624	DPW - LED LIGHT BULBS AIRPORT DR	31.98
	12627	DPW - ENTRY KNOB AIRPORT DM	29.99
	12628	DPW - PIPE CAP/SHARK BITE ELBOW WELL 4 WK	17.98
	12631	DPW - PVC SCH40 PIPE/ELBOWS/BUSHINGS WELL 4 WK	42.52
	12633	DPW - DB END TAIL 1-1/2" WELL 4 WK	5.59
	12634	CITY HALL SURGE PROTECTORS AK	53.98
TOTAL FOR: PLAINWELL ACE HARDWARE			800.44

004857	VIPRE SECURITY		
	1209310	ENDPOINT SECURITY SUB - 1 YEAR RENEWAL BK	1,170.00
TOTAL FOR: VIPRE SECURITY			1,170.00

004902	BLOOM SLUGGETT PC		
	23524	PROF SERVICES JANUARY 2023	4,022.50
TOTAL FOR: BLOOM SLUGGETT PC			4,022.50

004907	F&V OPERATIONS AND RESOURCE MGMT		
	5639	WR - SERVICE CALL/PULL AND DE-RAG PUMPS 12TH ST E	886.95

TOTAL FOR: F&V OPERATIONS AND RESOURCE MGMT			886.95
005011	SAFEGUARD BUSINESS SYSTEMS		
	9000039540	ACCOUNTS PAYABLE CHECK STOCK - 1000	393.49
TOTAL FOR: SAFEGUARD BUSINESS SYSTEMS			393.49
005012	UNITED BANK		
	2023.02.13	ACH FEE- PAYROLL PRENOTE	7.00
	2023.02.14	ACH FEE - PROPERTY TAX DISTRIBUTION	7.00
	2023.02.15	ACH FEES (3) - PAYROLL DIRECT DEPOSIT/UB PAYMENTS/	21.00
	2023.02.21	ACH FEE - TAX DISTRIBUTION	7.00
TOTAL FOR: UNITED BANK			42.00
005041	EVOQUA WATER TECHNOLOGIES		
	905734047	WR - 3291GLS BIOXIDE BP	12,538.71
TOTAL FOR: EVOQUA WATER TECHNOLOGIES			12,538.71
005047	STAPLES, INC.		
	3529797350	CH OFFICE LETTER TRAYS RB	29.98
	3530138659	CH - DESK ORGANIZER RN	24.99
	3530138660	CH - DESK ORGANIZER RB	22.99
TOTAL FOR: STAPLES, INC.			77.96
005050	QUADIENT LEASING USA		
	N9795552	POSTAGE METER LEASE 12/8/2022 - 3/7/2023	429.36
TOTAL FOR: QUADIENT LEASING USA			429.36
005073	HAVILAND PRODUCTS COMPANY		
	462063	WR - CHLORINE & SULFUR DIOXIDE BP	2,190.00
TOTAL FOR: HAVILAND PRODUCTS COMPANY			2,190.00
005095	VITAL RECORDS CONTROL		
	0541713	CITY HALL SHREDDING	71.42
TOTAL FOR: VITAL RECORDS CONTROL			71.42
005123	RUSSELL CONSTRUCTION		
	22081	CONSTRUCTION PROJECT INVOICE 1	75,090.00
TOTAL FOR: RUSSELL CONSTRUCTION			75,090.00
005130	MACQUEEN EMERGENCY GROUP		
	P00975	DPS - ANNUAL SCBA AIR PACK/FACE PIECE INSPECTION/R	1,915.84
TOTAL FOR: MACQUEEN EMERGENCY GROUP			1,915.84
005136	GORTON PLUMBING & HEATING		
	202301	DPW - SERVICE TWO HEATERS IN MTN BLDG	605.00
TOTAL FOR: GORTON PLUMBING & HEATING			605.00

005137	PSTGP, LLC		
	666	DPS - POLICE SUPERVISOR LIABILITY TRAINING KC	250.00
TOTAL FOR: PSTGP, LLC			250.00

MISC VENDORS	PERFECT IMAGE		
	2023.2	DDA - GOLDEN TICKET REIMBURSEMENT DS	75.00
	2023.2	DDA - GOLDEN TICKET REIMBURSEMENT	50.00
	2023.2	DDA - GOLDEN TICKET REIMBURSEMENT	295.00
	2023.2.21	DDA - GOLDEN TICKET REIMBRUSEMENT DS	10.00
TOTAL FOR: BARBED WIRE CAFE			430.00

AAESAACH	ALLEGAN AREA EDUCATION SVC AGENCY		
	2023.02.11	2022 TAX COLLECTIONS W/E 02/11/2023	48,123.09
	2023.02.18	2022 TAX COLLECTIONS W/E 02/18/2023	56,239.68
TOTAL FOR: ALLEGAN AREA EDUCATION SVC AGENCY			104,362.77

ACACH	ALLEGAN COUNTY TREASURER		
	2023.02.11	2022 TAX COLLECTIONS W/E 02/11/2023	18,746.20
	2023.02.18	2022 TAX COLLECTIONS W/E 02/18/2023	20,968.54
TOTAL FOR: ALLEGAN COUNTY TREASURER			39,714.74

CBEFT	HUNTINGTON NATIONAL BANK		
	2023.01	JANUARY 2023 HUNTINGTON BANK FEES	30.00
TOTAL FOR: HUNTINGTON NATIONAL BANK			30.00

PCSACH	PLAINWELL COMMUNITY SCHOOLS		
	2023.02.11	2022 TAX COLLECTIONS W/E 02/11/2023	209,198.28
	2023.02.18	2022 TAX COLLECTIONS W/E 02/18/2023	242,229.12
TOTAL FOR: PLAINWELL COMMUNITY SCHOOLS			451,427.40

RDLACH	RANSOM DISTRICT LIBRARY		
	2023.02.11	2022 TAX COLLECTIONS W/E 02/11/2023	7,636.43
	2023.02.18	2022 TAX COLLECTIONS W/E 02/18/2023	8,800.79
TOTAL FOR: RANSOM DISTRICT LIBRARY			16,437.22

REFUND TAX	HOLMES THOMAS & PAULA		
	02/14/2023	2022 Win Tax Refund 55-240-023-00	37.09
TOTAL FOR: HOLMES THOMAS & PAULA			37.09

REFUND UB	CHICAGO TITLE OF MICHIGAN, INC		
	02/14/2023	UB refund for account: 02-00021700-03	75.54
	02/14/2023	UB refund for account: 03-00027500-03	29.12
TOTAL FOR: NORRIS, JAMES			104.66

TOTAL - ALL VENDORS

755,388.62

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:

Roxanne Branch
Digitally signed by Roxanne Branch
Date: 2023.02.23 12:02:59 -05'00'

Insert Signature:

Brian Kelley
Digitally signed by Brian Kelley
Date: 2023.02.24 12:19:11 -05'00'

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:

Bryan Pond
Digitally signed by Bryan Pond
Date: 2023.02.23 12:29:14 -05'00'

Insert Signature:

Kevin A Callahan
Digitally signed by Kevin A Callahan
Date: 2023.02.23 15:11:00 -05'00'

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:

Robert Nieuwenhuis
Digitally signed by Robert Nieuwenhuis
Date: 2023.02.24 12:52:06 -05'00'

Insert Signature:

Erik Wilson
Digitally signed by Erik Wilson
Date: 2023.02.24 13:44:58 -05'00'

Reports & Communications:

A. Public Hearing – Ordinance 394 Amending Section 52-3 “Signs Exempt from Permit Requirements” & Section 52-10 “Sidewalk Signs”

The Planning Commission has held a public hearing regarding the proposed amendments to the sign ordinance, and recommended City Council consider adopting the amendments. The proposed amendments detail the types of sidewalk signs allowed and details other rules regarding sign placement and height.

Recommended action: Hold a public hearing to allow comments regarding the proposed amendments.

B. Resolution 2023-11 – Special License for Liquor Sales – Around the Board Game Café

An application has been received for a special license for alcohol sales from Around the Board Game Café to serve alcohol on five (5) specific dates for events. Council’s recommendation is needed on the application.

Recommended action: Consider recommending to the State of Michigan a special license to serve alcohol on five (5) specific dates in 2023 for Around the Board Game Café

C. Resolution 2023-13 – National Fitness Campaign – Outdoor Fitness Court

The city has received a \$40,000 grant from Priority Health to help with a \$155,000 project for an outdoor fitness court. The city’s support of installing a court is needed to help secure more funding.

Recommended action: Consider adopting a resolution that supports the National Fitness Campaign Committee in providing public outdoor fitness courts.

D. WR – Cleaning Dystor Tank and Anerobic Digesters

Superintendent Pond requests cleaning the Dystor tank while the cover is being replaced. The digester valves also need to be maintained as they are not fully closing. The work would be done by a contracted vendor.

Recommended action: Consider approving a project with Plummer’s Environmental to clean the Dystor tank and anerobic digesters for a cost not to exceed \$68,750.00.

E. WR – Dystor Tank Waterproofing

Superintendent Pond recommends waterproofing the Dystor tank while the cover is being replaced and the tank cleaned. Two competitive bids were received and the low bid is recommended for approval.

Recommended action: Consider accepting a bid of \$5,995.00 from Mulders Waterproofing to waterproof the Dystor tank.

F. Consideration of City Manager Search Firm

Tabled from the February 21, 2023 Special Meeting, Council will consider proposals from three (3) firms offering executive search services for the city’s next manager.

Recommended action: Consider proposals for a city manager search firm.

Reminder of Upcoming Meetings

- March 1, 2023 – Plainwell Planning – 6:30pm
- **March 13, 2023 – Plainwell City Council – 7:00pm**
- March 14, 2023 – Plainwell DDA/BRA/TIFA – 7:30am
- March 15, 2023 – Plainwell Planning – 6:30pm
- March 16, 2023 – Plainwell Parks & Trees – 5:00pm

Non-Agenda Items / Materials Transmitted

- None