

MINUTES
Plainwell City Council
September 12, 2022

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Scott Fenner 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, and Councilmember Wisnaski. Absent: Keeney.
A motion by Steele, seconded by Overhuel, to excuse Councilmember Keeney from the proceedings. On a voice vote, all voted in favor. Motion passed.
5. Approval of Minutes:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 08/22/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.
6. Public Comment: William Geresy, 543 6th St, spoke on a potential model train museum and how it would help the City of Plainwell and proposed a meeting between the model train owner and the City of Plainwell.
7. County Commissioner Report: None.
8. Agenda Amendments: None.
9. Mayor's Report: Mayor Keeler offered to have Allegan County Clerk/Register Bob Genetski present his report under the Mayor's Report.
Clerk/Register Genetski presented the annual report and provided an update on the Clerk and Register of Deeds offices. He also recognized the City of Plainwell Election Inspectors and thanked them for their work.
10. Recommendations and Reports:
 - A. Clerk Fenger and Finance Director/Treasurer Kelley introduced the Election Inspectors and spoke regarding the work they do each year for the City. They presented certificates to all the inspectors and thanked them for the wonderful job they do.
 - B. Manager Wilson reported that a zoning variance request had been submitted for the proposed Holiday Inn Express located at 371 12th St, Parcel A. The zoning ordinance allows for 3 stories but Holiday Inn Express is normally 4 stories. The hearing would be set for October 10 at 7pm.
A motion by Steele, seconded by Overhuel, to set a public hearing for 7:00pm on October 10, 2022 to receive comments regarding a zoning variance request for 371 12th St Parcel A. On a voice vote, all voted in favor. Motion passed.

- C. Manager Wilson reported that the proposed policy was part of the requirements for using Community Development Block Grant funding. He noted the policy would affect only the projects using CDBG funding.
A motion by Wisnaski, seconded by Steele, to approve the policy regarding residential displacement and relocation. On a roll call vote, all voted in favor. Motion passed.
- D. Superintendent Pond reported on the need to monitor the process in the anerobic digesters, and explained the need for the emergency purchase due to the length of time it would take to get new parts. These level detectors allow accurate readings, and being unable to accurately read the levels in the digesters would be a safety issue.
A motion by Overhuel, seconded by Wisnaski, to confirm an emergency purchase from Oudbier Instrument Co. to install, service and calibrate the level detectors for the anerobic digesters in the amount of \$8,400.00. On a roll call vote, all voted in favor. Motion passed.
- E. Superintendent Pond reported the current boiler heat exchanger sludge tubes had been installed in 2005 and had buildup accumulate over the years that stopped the heat transfer from working. The company that installed the tubes informed him that there was no way to clean them, and the only way to address the issue was to replace the tubes. He noted that he had saved certain spare parts from the first installation which saved approximately \$700 on the installation cost because those parts could be used now.
A motion by Wisnaski, seconded by Steele, to approve a contract with Evoqua for the purchase of 12 new tubes and freight in the amount of \$9,702.36. On a roll call vote, all voted in favor. Motion passed.
- F. Personnel Manager Lamorandier reported on the changes made to the job descriptions to accurately reflect the staffing changes. With her retirement, duties were being moved to other roles, so the Personnel Manager position was becoming the Personnel Coordinator position, and the Treasurer position was becoming the Finance Director/Treasurer position.
A motion by Steele, seconded by Overhuel, to approve the amended job descriptions in the Administration Department. On a voice vote, all voted in favor. Motion passed.
- G. Clerk Fenger reported that she had worked with Personnel Manager Lamorandier, Finance Director/Treasurer Kelley, and Personnel Coordinator Kersten to create the new employee recognition policy that offered a single day off for each milestone instead of logo-wear pieces for each milestone. Personnel Manager Lamorandier noted that as more departments started wearing logos on their every-day work clothes, offering the logo-wear as an award had less appeal. Clerk Fenger noted that the policy had been brought as a first read, so no action was required at this time.
Councilmember Steele proposed voting on the policy now since none of the Councilmembers had any changes they wished to make to the policy.
A motion by Steele, seconded by Wisnaski, to approve the employee recognition policy as presented. On a voice vote, all voted in favor. Motion passed.
- H. Clerk Fenger reported that the current office phones were not supported by any vendor and had not been for several years. She reported seeking quotes from 5 vendors, however 2 responded. Moss was the closest vendor, and had offered to reduce their installation fee from \$3,250 to \$1,500. She noted

that this was a 37 month contract, with 1 month free from Moss, and this contract would decrease the monthly bill for the office phones by approximately \$80. Clerk Fenger noted that the contract cost included the monthly bill that the city already budgeted for, as well as the installation and other upfront cost. She also reported that this phone system upgrade would allow departments to transfer calls between buildings which is not currently possible with the existing system.

A motion by Wisnaski, seconded by Overhuel, to approve a contract with Moss to upgrade the city office phone system to a leased, managed system in the amount of \$25,811.70. On a roll call vote, all voted in favor. Motion passed.

- I. Finance Director/Treasurer Kelley reported that a budget encumbrance was a housekeeping item that brought purchases budgeted for the previous year but not yet completed into the current budget year. He noted that the spring had been busy, and there were 18 projects that had been budgeted in 2022 and needed to be brought forward to 2023.

A motion by Steele, seconded by Overhuel, to approve a budget amendment for the 2021/2022 purchases rolled over to the current budget. On a roll call vote, all voted in favor. Motion passed.

11. Communications:

A motion by Steele, seconded by Overhuel, to accept and place on file the August 2022 Investment and Fund Balance reports, the August Department of Public Safety report and the draft 8/17/2022 Planning Commission meeting minutes. On a voice vote, all voted in favor. Motion passed.

12. Accounts Payable:

A motion by Wisnaski, seconded by Steele, that the bills be allowed and orders drawn in the amount of \$743,637.36 for payment of same. On a roll call vote, all voted in favor. Motion passed.

13. Public Comments: William Geresy announced that the Furniture City Tournament will happen this Saturday, September 17, at the Fortress of Solitude and he invited everyone to attend.

14. Staff Comments:

Finance Director/Treasurer Kelley reported that the auditors would be on site next week, and the new part-time accounts payable clerk had started last week.

Personnel Manager Lamorandier reported continued work on cleaning, moving, and training.

Superintendent Pond reported the regional intermunicipal sewer meeting had been held recently, and an issue had been identified with the 12th Street lift station. He noted that more information would be coming soon.

Director Callahan reported that the Director's car had been sold through a sealed bid auction, and the winning bid was \$3,126.01. He reported on the radar speed signs and explained that for the most part, the speeds being reported were within acceptable ranges of the posted speed limits.

Clerk Fenger reported working on a new event to try and draw in more election inspectors. She noted the event would be held on September 27 at 6pm and would include a short presentation overview of election

worker duties, a question and answer session, and hands-on time with the election equipment. She encouraged anyone interested in becoming an election inspector to attend and encouraged everyone present to share the information about the event. She thanked the election workers again for their dedication and service.

Manager Wilson reported receiving some interest from 2 parties regarding the William Crispe House and potential uses for it. He asked Councilmembers what direction they wanted to go in with the William Crispe House.

Councilmembers directed Manager Wilson to put the William Crispe House back on the city's web page for more interested parties to view, and directed him to reach out to the two existing interested parties for more information on their proposed projects.

15. Council Comments:

Councilmember Wisnaski thanked the poll workers for their hard work and dedication.

Councilmember Steele thanked the poll workers for doing what they do, and thanked Clerk Fenger and Finance Director/Treasurer Kelley for their work training the poll workers. She also thanked DPW for their work picking up brush throughout the city. She wished a happy birthday to Finance Director/Treasurer Kelley, Personnel Manager Lamorandier and Clerk Fenger.

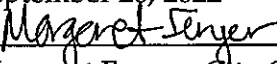
Councilmember Keeler noted that he had not known Personnel Manager Lamorandier's birthday was this month as well as everyone else's, so he wished her a happy birthday as well.

Councilmember Overhuel wished everyone a happy birthday, and thanked the poll workers for their hard work.

16. Adjournment:

A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:16 PM. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Margaret Fenger
City Clerk

MINUTES APPROVED BY CITY COUNCIL
September 26, 2022


Margaret Fenger, City Clerk