

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, April 22, 2024 - 7:00PM

Plainwell City Hall Council Chambers

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes – 04/08/2024 Regular Meeting
6. General Public Comments
7. County Commissioner Report
8. Agenda Approval
9. Mayor’s Report
10. Recommendations and Reports:
 - A. **DPS – Purchase of two sets of Firefighter Gear**
Council will consider approving the purchase of two sets of firefighter gear from West Shore Fire for \$8,025.15.
 - B. **Resolution 2024-11 (Resolution No. 4) – Special Assessment District 24-01**
Council will consider adopting Resolution 2024-11 (Resolution No. 4) for the Old Orchard Special Assessment District 24-01, acknowledging the filing and presentation of the Special Assessment Roll and setting a public hearing for May 13, 2024.
 - C. **Fleis and Vandenbrink Professional Services Agreement Amendment**
Council will consider amending the professional services agreement with Fleis and Vandenbrink Engineering, Inc. to include consultation and construction management of the Old Orchard Project for a total cost of \$286,200.00.
 - D. **Assessing Services Agreement 2024-2027**
Council will consider approving a three-year contract with Michael Richmond for Assessing Services and authorize the City Manager to execute all documents related to the approved action.
11. **Communications:** The March Water Renewal and Department of Public Safety reports and the draft 4/11/24 Parks & Trees meeting minutes.
12. **Accounts Payable - \$35,874.17.**
13. **Public Comments**
14. **Staff Comments**
15. **Council Comments**
16. **Adjournment**

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

Reports & Communications:

A. DPS – Purchase of two sets of Firefighter Gear

Fire bunker pants and coats are specialized gear that degrades over time. The National Fire Protection Association dictates that firefighting gear be replaced 10 years after its manufacture date. Gear is replaced in rotation, and is a budgeted item. This year, 2 sets of gear need to be purchased to comply with NFPA requirements. West Shore Fire is a preferred vendor carrying Fire-Dex brand, the brand currently in use by Plainwell Public Safety.

Recommended action: Consider approving the purchase of two sets of firefighter gear from West Shore Fire for \$8025.15.

B. Resolution 2024-11 (Resolution No. 4) – Special Assessment District 24-01 - Acknowledging the filing and presentation of a Special Assessment Roll to the City Council; a determination to hold a Public Hearing on the Special Assessment Roll; and all matters related.

Council adopted Resolution 2024-06 (Resolution No. 1) on January 22, 2024 creating Special Assessment District 24-01, which allowed affected parcels to be identified and costs for improvements to be estimated. Council adopted Resolution 2024-07 (Resolution No. 2), on February 12, 2024, declaring an intent to make public improvements, tentatively declaring the necessity of public improvement, tentatively designating a special assessment district, tentatively approving the costs of making the improvements, tentatively declaring the portion of the costs to be defrayed by the special assessment district and setting a Public Hearing for March 11, 2024. On March 11, 2024, following the Public Hearing, Council adopted Resolution 2024-09 (Resolution No.3), a determination to proceed with and make the public improvements; a determination of the necessity of the public improvements; approval of the plans and estimate of costs; determination to defray the costs by Special Assessment; final determination of the Special Assessment District and method of apportionment; and directive to the City Clerk to prepare the Special Assessment Roll. Resolution 2024-11 (Resolution No. 4) acknowledges the Special Assessment Roll as presented to Council, and sets a Public Hearing for community discussion on May 13, 2024.

Recommended action: Consider approving Resolution 2024-11 (Resolution No. 4) for the Old Orchard Special Assessment District 24-01, acknowledging the filing and presentation of the Special Assessment Roll and setting a public hearing for May 13, 2024.

C. Fleis and Vandenbrink Professional Services Agreement Amendment

Plainwell's engineering firm of record is Fleis and Vandenbrink with whom there is a professional services agreement in place for engineering for the Old Orchard project. This amendment is to cover the cost of their consulting, construction management, and inspections during the construction phase of the project.

Recommended action: Consider amending the professional services agreement with Fleis and Vandenbrink Engineering, Inc. to include consultation and construction management of the Old Orchard Project for a total cost of \$286,200.00.

D. Assessing Services Agreement 2024-2027

On March 27, 2023, City Council approved a one-year contract extension with Michael Richmond as the City Assessor, who has been in the role since 2017. The current contract expires April 30, 2024. The City has negotiated a three-year contract renewal with increases of 5% the first year and 3% in years two and three.

Recommended action: Consider approving a three-year contract with Michael Richmond for Assessing Services and authorize the City Manager to execute all documents related to the approved action.

Reminder of Upcoming Meetings

- May 01, 2024 – Plainwell Planning – 6:30pm
- May 13, 2024 – Plainwell City Council – 7:00pm
- May 14, 2024 – Plainwell DDA/BRA/TIFA – 7:30am
- May 16, 2024 – Plainwell Parks & Trees – 5:00pm
- May 15, 2024 – Plainwell Planning – 6:30pm

Non-Agenda Items / Materials Transmitted

- None