

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”

AMENDED AGENDA

City Council

Monday, August 24, 2020

7:00PM

MEETING HELD VIRTUALLY ON ZOOM

To join this Zoom Meeting:

By phone: 1+(312) 626-6799

Online:

<https://us02web.zoom.us/j/87181487086?pwd=c1JFTEJ3Y3hhVGNaL3dydWU3YXZHU09>

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance** – *recited by Mayor Keeler*
4. **Roll Call**
5. **Approval of Minutes/Summary** – August 10, 2020 Regular Meeting
6. **General Public Comments**
7. **County Commissioner Report**
8. **Agenda Amendments**
9. **Mayor's Report**
10. **Recommendations and Reports:**
 - A. **Brownfield – Melching Pay Request #1**
Council will consider approving pay application #1 for Melching Inc. in the amount of \$170,325.00 for Mill Demolition Project work.
 - B. **Brownfield – Architectural Engineering Change Order**
Council will consider approving a change order for \$12,610.00 for architectural engineering services with Hopkins Burns Design Studio for Mill Demolition oversight and structural work.
 - C. **Administration – Retirement Plan Change of Providers – Resolution 2020-20**
Council will consider adopting Resolution 2020-20 to approve administrative changes to the city's 401(a) and 457 Retirement Plans.
 - D. **Administration – Postage Meter Replacement**
Council will consider approving a 60-month lease with Quadient (formerly Newpost) for an IX5 AF postage meter at an average annual cost of \$1,717.44.
 - E. **2020/2021 Budget Amendment - Encumbrance Rollover**
Council will consider a budget amendment for the 2019/2020 purchases rolled over to the current budget.
11. **Communications:** The July 2020 Public Safety Report and the July 2020 Water Renewal Report.
12. **Accounts Payable - \$717,739.33**
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

MINUTES
Plainwell City Council
August 10, 2020

1. Mayor Keeler called the regular meeting to order at 7:00 PM on the Zoom virtual meeting application.
2. Terry Steele gave the invocation.
3. Pledge of Allegiance was recited by Mayor Keeler.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney (arrived at 7:10pm) and Councilmember Wisnaski. Absent: None.
5. Approval of Minutes/Summary:
A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes and Summary of the 07/27/2020 regular meeting. On 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: None
10. Recommendations and Reports:
 - A. City Manager Wilson gave an update on the Mill Demolition Project. For cash flow purposes, the city's share is being funded through loan proceeds provided by the Michigan Department of Environment, Great Lakes and Energy (EGLE, formerly DEQ). Council previously adopted a resolution authorizing the City Manager to negotiate an agreement for the loan, which is now being recommended for approval. Council Member Overhuel asked if the city could pay down the loan before or during the 5-year grace period.
A motion by Overhuel, seconded by Steele, to approve an agreement with the Michigan Department of Environment, Great Lakes and Energy to provide funding up to \$600,000 for Mill Demolition work and to authorize the City Manager to execute all documents on behalf of the city. On a roll call vote, all voted in favor. Motion passed.
 - B. City Manager Wilson reminded Council of a 2017 action to renew the city's lease agreement with AT&T for antenna space on the Thomas Street Water Tower. AT&T has been in negotiation with the city for some time to update the terms of that agreement, which is being recommended for approval.
A motion by Steele, seconded by Wisnaski, to approve updating the terms of the lease agreement with AT&T for antenna space rental on the Thomas Street Water Tower, and to authorize the City Manager to execute all documents on behalf of the city. On a roll call vote, all voted in favor. Motion passed.
 - C. Director Bomar briefed Council about signal concerns with fire engine/pumper E-17, which is caused by a transmission control module unit that needs to be replaced.
A motion by Wisnaski, seconded by Keeney, to approve repairs to the transmission control module for fire engine/pumper E-17 with B&B Fire Division at a cost of \$3,794.69. On a roll call vote, all voted in
The City of Plainwell is an equal opportunity employer and provider

favor. Motion passed.

- D.** City Manager Wilson reported needs for ongoing structural engineering and monitoring during the demolition project related to Buildings 2 and 3. The recommended firm has been involved with the project for some time.

A motion by Wisnaski, seconded by Steele, to approve a structural engineering service contract with Robert Darvas Associates for site visits and consulting during demolition in an amount not to exceed \$14,000.00. On a roll call vote, all voted in favor. Motion passed.

- E.** Personnel Manager Lamorandier reported a recommended purchase of the Timesheets software module through BS&A, the city's main financial software application. This module will help streamline the payroll process as well as provide substantial operational efficiencies with the Human Resources and Work Order modules, benefitting Public Works and Public Safety.

A motion by Keeney, seconded by Overhuel, to approve the purchase of the Timesheets Module of BS&A at a cost of \$5,145.00. On a roll call vote, all voted in favor. Motion passed.

- F.** Superintendent Pond reported necessary repairs to blowers used continually in the biological process at the Treatment Plant.

A motion by Steele, seconded by Overhuel, to approve the repair for the #1 and #2 blowers at the treatment plan with Aerzen USA at a cost of \$11,520.00. On a roll call vote, all voted in favor. Motion passed.

- G.** Superintendent Pond reported having solicited quotes for chemicals needed for plant operation. Alexander Chemical, as low-bidder, is the recommended vendor.

A motion by Wisnaski, seconded by Keeney, to approve the annual chlorine and sulfur dioxide purchases with Alexander Chemical at an estimated cost of \$7,237.58. 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 July 2020 Investment and Fund Balance Reports and the draft August 5, 2020 Planning Commission Minutes. On a voice vote, all in favor. Motion passed.**

12. Accounts Payable:

A motion by Keeney, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$264,976.74 for payment of same. On a roll call vote, all in favor. Motion passed.

13. Public Comments: None

14. Staff Comments

Personnel Manager Lamorandier noted continued work on the retirement plan changeover.

Superintendent Nieuwenhuis reported ongoing infrared patching and sidewalk repairs.

Community Development Manager Siegel noted a Tuesday business opening ceremony at Beyond Staging at 126 E. Bridge. She also noted about ongoing business developments.

Superintendent Pond briefed Council about a gantry purchase to supplement the blower repairs, which will offer more mobility inside the treatment plant.

Director Bomar noted the Health Department is seeking to use Kenyon Park on September 10 and October 22 as Covid Testing Sites. He asked about event permits and Council agreed to continue the practice for staff to consider and approve event permits.

Clerk/Treasurer Kelley reported tabulating 733 ballots on Tuesday, August 4, 2020, including 470 absent voter ballots and 263 in-person voters, both records for an August Primary. The current focus is on the audit scheduled for next month.

City Manager Wilson noted focusing on the mill demolition.

15. Council Comments: None

16. Adjournment:

A motion by Keeney, seconded by Steele, to adjourn the meeting at 7:30 PM. On voice vote, all voted in favor. Motion passed.

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

MINUTES APPROVED BY CITY COUNCIL
August 24, 2020

Brian Kelley, City Clerk

SUMMARY
Plainwell City Council
August 10, 2020

1. Mayor Keeler called the regular meeting to order at 7:00 PM on the Zoom Application.
2. Terry Steele gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Keeler, Steele, Overhuel, Keeney and Wisnaski. Absent: None.
5. Approved Minutes/Summary of the 07/27/2020 regular meeting.
6. Approved a loan agreement with the Michigan Department of Environment, Great Lakes and Energy to provide funding up to \$600,000 for Mill Demolition work.
7. Approved a modification to a lease agreement with AT&T for antenna space rental on the Thomas Street Water Tower.
8. Approved repairs to the transmission control module for the first engine/pumper E17 with B&B Fire Division at a cost of \$3,793.69.
9. Approved a structural engineering service contract with Robert Darvas Associates for site visits and consulting during demolition in an amount not to exceed \$14,000.00.
10. Approved the purchase of the Timesheets software module with BS&A at a cost of \$5,145.00.
11. Approved repairs for the #1 and #2 blowers at the treatment plan with Aerzen USA at a cost of \$11,520.00.
12. Approved the annual purchase of chlorine and sulfur dioxide gas with Alexander Chemical at an estimated cost of \$7,237.58.
13. Accepted and placed on file the July 2020 Investment and Fund Balance Reports and the Draft August 5, 2020 Planning Commission Minutes.
14. Approved Accounts Payable for \$264,976.74.
15. Adjourned the meeting at 7:30 pm.

Submitted by,
Brian Kelley
City Clerk/Treasurer

PAYMENT APPLICATION

TO: City of Plainwell 211 N. Main Street Plainwell MI 49080 Attn: Accounts Payable	PROJECT NAME AND LOCATION: PaperMill Demo Plainwell Inc Mill Decommissioning & Demo Proj 200 Allegan Street Plainwell MI 49080	ARCHITECT: Melching Inc 3662 Airline Road Muskegon MI 49444	APPLICATION # 1 PERIOD THRU: 08/15/2020 PROJECT #s: DATE OF CONTRACT: 07/16/2020	Distribution to: <input type="checkbox"/> OWNER <input type="checkbox"/> ARCHITECT <input type="checkbox"/> CONTRACTOR
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CONTRACTOR'S SUMMARY OF WORK


Application is made for payment as shown below.
Continuation Page is attached.

1. CONTRACT AMOUNT \$3,699,250.00
2. SUM OF ALL CHANGE ORDERS \$0.00
3. CURRENT CONTRACT AMOUNT (Line 1 +/- 2) \$3,699,250.00
4. TOTAL COMPLETED AND STORED (Column G on Continuation Page) \$189,250.00
5. RETAINAGE:
 - a. 10.00% of Completed Work \$18,925.00
(Columns D + E on Continuation Page)
 - b. 0.00% of Material Stored \$0.00
(Column F on Continuation Page)
 Total Retainage (Line 5a + 5b or Column I on Continuation Page) \$18,925.00
6. TOTAL COMPLETED AND STORED LESS RETAINAGE (Line 4 minus Line 5 Total) \$170,325.00
7. LESS PREVIOUS PAYMENT APPLICATIONS \$0.00
8. PAYMENT DUE \$170,325.00
9. BALANCE TO COMPLETION (Line 3 minus Line 6) \$3,528,925.00

SUMMARY OF CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Total changes approved in previous months	\$0.00	\$0.00
Total approved this month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES	\$0.00	\$0.00

PAYMENT APPLICATION

Contractor's signature below is his assurance to Owner, concerning the payment herein applied for, that: (1) the Work has been performed as required in the Contract Documents; (2) all sums previously paid to Contractor under the Contract have been used to pay Contractor's costs for labor, materials and other obligations under the Contract for Work previously paid for; and (3) Contractor is legally entitled to this payment.

CONTRACTOR: Melching Inc
By: 
Date: Janet Woodring
NOTARY PUBLIC - STATE OF MICHIGAN
County of Muskegon
My Commission Expires 5/14/2025
Acting in the County of Muskegon

Subscribed and sworn to before me this 18th day of August 2020
Notary Public: Janet Woodring
My Commission Expires: May 14 2025

ARCHITECT'S CERTIFICATION

Architect's signature below is his assurance to Owner, concerning the payment herein applied for that: (1) Architect has inspected the Work represented by this Application; (2) such Work has been completed to the extent indicated in this Application; and the quality of workmanship and materials conforms with the Contract Documents; (3) this Application for Payment accurately states the amount of Work completed and payment due therefor; and (4) Architect knows of no reason why payment should not be made.

CERTIFIED AMOUNT
(If the certified amount is different from the payment due, you should attach an explanation. Initial all the figures that are changed to match the certified amount.)

ARCHITECT: _____ Date: _____
By: _____
Neither this Application nor payment applied for herein is assignable or negotiable. Payment shall be made only to Contractor, and is without prejudice to any rights of Owner or Contractor under the Contract Documents or otherwise.

CONTINUATION PAGE

Payment Application containing Contractor's signature is attached.

PROJECT: PaperMill Demo
 Plainwell Inc Mill Decommissioning & Demo Project

APPLICATION #: 1
 DATE OF APPLICATION: 08/06/2020
 PERIOD THRU: 08/15/2020
 PROJECT #s:

A	B	C	D		E		F	G		H	I
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)		% COMP. (G / C)	BALANCE TO COMPLETION (C-G)		
8 C	Site Restoration - Bldg 2- South Wall	\$56,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$56,000.00	
8 D	Site Restoration - Bldg 3 - South Wall	\$220,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$220,000.00	
8 E	Site Restoration - Bldg 3 - North Wall - Roll up Door Area	\$67,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$67,000.00	
8 F	Site Restoration - Bldg 10 - West Wall	\$46,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$46,000.00	
9.1X A	Backfill & Restoration 1X A 21AA	\$141,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$141,750.00	
9.1X B	Backfill & Restoration 1X B General Fill	\$70,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$70,000.00	
10	Top Soil	\$54,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$54,000.00	
11	Seeding	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,000.00	
12	Safety	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$10,000.00	
13	Mobilization / Demobilization	\$30,000.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$0.00	50%	\$15,000.00	
14 Alt 1	Restoration of one steel truss to original configuration	\$34,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$34,000.00	
14 Alt 3	Reclaimed timber, bricks and related components from Bldg 1	\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$85,000.00	
14 Alt 4	Replace rotted wood beams in Bldg 2 with Salvaged Beams	\$24,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$24,000.00	
15	Additional Insurance Premium	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$60,000.00	\$0.00	\$0.00	100%	\$0.00	
16	Building 2 Roofing	\$55,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$55,000.00	
17	Water Tower - Not on List to Demo	(\$5,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	(\$5,000.00)	
TOTALS		\$3,699,250.00	\$0.00	\$189,250.00	\$0.00	\$189,250.00	\$0.00	\$0.00	5%	\$3,510,000.00	

CONTINUATION PAGE

CONTINUATION PAGE

Payment Application containing Contractor's signature is attached.

PROJECT: PaperMill Demo
 Plainwell Inc Mill Decommissioning & Demo
 Project
 APPLICATION #: 1
 DATE OF APPLICATION: 08/06/2020
 PERIOD THRU: 08/15/2020
 PROJECT #s:

A	B	C	D		E		F	G		H	I
			COMPLETED WORK	AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)		TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)		
1	General Conditions	\$119,000.00	\$0.00	\$89,250.00	\$0.00	\$89,250.00	75%	\$29,750.00			
2	General & Site Temp Facilities & Controls	\$50,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	50%	\$25,000.00			
3	Asbestos Abatement	\$517,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$517,000.00			
4 IV A	Env. Decom. Bldgs 1,1A,4,4A,5,5A 5B,6,6A,7,9,14, 29 & Train Shed	\$620,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$620,000.00			
4 IV B1	Env. Decommissioning Bldg 2 First Floor	\$65,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$65,000.00			
4 IV B2	Env. Decommissioning Bldg 2 Basement	\$40,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$40,000.00			
4 IV B3	Env. Decom. Bldgs 2/14- Painted Bldg Mat'l within Bldg 14/S, Wall of	\$101,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$101,000.00			
4 IV C1	Env. Decommissioning Bldg 3 First Floor	\$42,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$42,000.00			
4 IV C2	Env. Decommissioning Bldg 3 Basement	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$3,000.00			
4 IV D1	Env. Decommissioning Bldg 10 First Floor	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$2,500.00			
4 IV D2	Env. Decommissioning Bldg 10 Basement	\$51,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$51,000.00			
5	Demolition	\$1,034,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,034,000.00			
6	Salvage for Reuse - Cancelled	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00			
7	Salvation for Historical Preservation	\$7,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$7,000.00			
8 A	Site Restoration - Bldg 2 - Beam Replacement & Roof Stabilization	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00			
8 B	Site Restoration - Bldg 2 -West Wall	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$90,000.00			
SUB-TOTALS		\$2,741,500.00	\$0.00	\$114,250.00	\$0.00	\$114,250.00	4%	\$2,627,250.00			

CONTINUATION PAGE

**CONDITIONAL WAIVER AND RELEASE
UPON PROGRESS PAYMENT**

Upon receipt by the undersigned of a
check from: City of Plainwell

in the sum of: \$170,325.00 One Hundred Seventy Thousand Three Hundred Twenty Five and
00/100

payable to: Melching Inc

and when the check has been properly endorsed and has been paid by the bank upon which it is drawn, this document shall become effective to release any mechanic's lien, stop notice, or bond right the undersigned has

on the job of: City of Plainwell

located at: Plainwell Inc Mill Decommissioning & Demo Project
200 Allegan Street Plainwell MI 49080

to the following extent.

This release covers a progress payment for labor, services, equipment or material

furnished to: City of Plainwell

through: August 15 2020

only and does not cover any retention retained before or after the release date; extras furnished before the release date for which payment has not been received; extras or items furnished after the release date. Rights based upon work performed or items furnished under written change order which has been fully executed by the parties prior to the release date are covered by this release unless specifically reserved by the claimant in the release. This release of any mechanic's lien, stop notice, or bond right shall not otherwise affect the contract rights, including rights between parties to the contract based upon a rescission, abandonment, or breach of the contract, or the right of the undersigned to recover compensation for furnished labor, services, equipment, or material covered by this release if that furnished labor, services, equipment, or material was not compensated by the progress payment. Before any recipient of this document relies on it, said party should verify evidence of payment to the undersigned.

Dated: 08/18/2020

Company: Melching Inc

Signature: 

By: Brandon Murphy Vice President
(Name & Title)

State of: Michigan

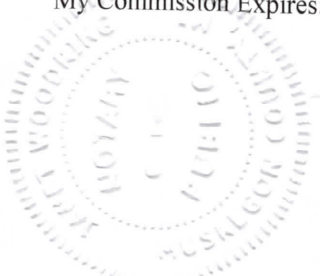
County of: Muskegon

Subscribed and sworn to before me, this 18th day of August 2020

Notary Public Signature: 

Notary Public Name: Janet Woodring

My Commission Expires: May 14 2025



Janet Woodring
NOTARY PUBLIC - STATE OF MICHIGAN
County of Muskegon
My Commission Expires 5/14/2025
Acting in the County of Muskegon

SWORN STATEMENT

State of Michigan

County of Muskegon

Melching Inc, being sworn, states the following:

Melching Inc (deponent), is the (contractor) (subcontractor) for an improvement to the following real property in City of Plainwell, MI (state), described as follows (insert legal description of property):

Plainwell Paper Mill Application 1

The following is a statement of each subcontractor and supplier, and laborer for whom payment of wages or fringe benefits and withholdings is due but unpaid, with whom the (contractor) (subcontractor) has (contracted) (subcontracted) for performance under the contract with the owner or lessee of the property, and the amounts due to the persons as of the date of this statement are correctly and fully set forth opposite their names:

Name, Address and Telephone & Fax Numbers of Subcontractor, Supplier or Laborer	Type of Improvement Furnished	Total Contract Price	Amount Already Paid	Amount Currently Owing	Balance to Complete	Amount of Laborer Wages Due but Unpaid	Amount of Laborer Fringe Benefits and Withholdings Due but Unpaid
N/A			-		-	-	-
TOTAL:		-	-	-	-	-	-

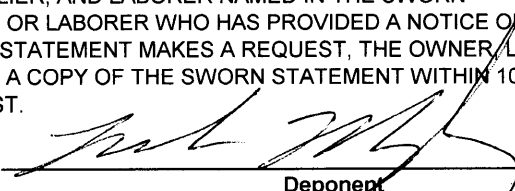
(Some columns are not applicable to all persons listed)

The contractor has not procured material from, or subcontracted with, any person other than those set forth and owes no money for the improvement other than the sums set forth.

I make this statement as the contractor to represent to the owner or lessee of the property and his or her agents that the property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth in this statement and except for claims of construction liens by laborers that may be provided under section 109 of the construction lien act, 1980 PA 497, MCL 570.1109.

WARNING TO OWNER OR LESSEE: AN OWNER OR LESSEE OF THE PROPERTY MAY NOT RELY ON THIS SWORN STATEMENT TO AVOID THE CLAIM OF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING OR A LABORER WHO MAY PROVIDE A NOTICE OF FURNISHING UNDER SECTION 109 OF THE CONSTRUCTION LIEN ACT, 1980 PA 497, MCL 570.1109, TO THE DESIGNEE OR TO THE OWNER OR LESSEE IF THE DESIGNEE IS NOT NAMED OR HAS DIED.


ON RECEIPT OF THIS SWORN STATEMENT, THE OWNER OR LESSEE, OR THE OWNER'S OR LESSEE'S DESIGNEE, MUST GIVE NOTICE OF ITS RECEIPT, EITHER IN WRITING, BY TELEPHONE, OR PERSONALLY, TO EACH SUBCONTRACTOR, SUPPLIER, AND LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING UNDER SECTION 109 OR, IF A NOTICE OF FURNISHING IS EXCUSED UNDER SECTION 108 OR 108A, TO EACH SUBCONTRACTOR, SUPPLIER, AND LABORER NAMED IN THE SWORN STATEMENT. IF A SUBCONTRACTOR, SUPPLIER, OR LABORER WHO HAS PROVIDED A NOTICE OF FURNISHING OR WHO IS NAMED IN THE SWORN STATEMENT MAKES A REQUEST, THE OWNER, LESSEE, OR DESIGNEE SHALL PROVIDE THE REQUESTER A COPY OF THE SWORN STATEMENT WITHIN 10 BUSINESS DAYS AFTER RECEIVING THE REQUEST.



 Deponent

WARNING TO DEPONENT: A PERSON WHO GIVES A FALSE SWORN STATEMENT WITH INTENT TO DEFRAUD IS SUBJECT TO CRIMINAL PENALTIES AS PROVIDED IN SECTION 110 OF THE CONSTRUCTION LIEN ACT, 1980 PA 497, MCL 570.1110.

Subscribed and sworn to before me on August 7, 2020

Janet Woodring 
 Notary Public, Muskegon County, MI (State)
 Acting in Muskegon County
 My Commission Expires: May 14 2025



Date: 08/18/20

Project: Plainwell Paper Mill Decommissioning and Demolition

Re: August 15th Progress Billing

The following is a project progress for itemized completion billing dated 8/15/20:

- Mobilization of equipment
- Contract and submittals
- Temporary facilities and trailer
- SESC Permits
- Building Demolition Permits
- Project Performance and Payment Bonds
- Project Insurance Certificates

September 8, 2019, *Revised October 30, 2019, Revised August 12, 2020*

Erik Wilson, City Manager
City of Plainwell
211 N. Main Street
Plainwell, Michigan 49080
ewilson@plainwell.org

Re: Plainwell Paper Mill
Proposal for Architectural Services (historical) for demolition of blighted buildings

Dear Erik:

On behalf of HopkinsBurns Design Studio, I am pleased to submit this proposal for architectural services (historical) for demolition of blighted buildings for the historic Plainwell Paper Mill in Plainwell, Michigan. The following is our understanding of the services that are to be provided.

UNDERSTANDING OF THE PROJECT

The Plainwell Paper Mill buildings and site is of historic significance. The complex has evolved over the last 100 years and in anticipation of its redevelopment an evaluation was conducted to identify historic buildings worthy of rehabilitation and those that are noncontributing. In preparation for removal of non-historic and/or noncontributing buildings a Section 106 Review was performed. In 2010, HopkinsBurns assisted with architectural services in a major demolition project to begin to implement the demolition process. The basis for this proposal is to provide historic preservation services to assist in the further implementation of the demolition process.

SCOPE OF SERVICES

To assist the City of Plainwell, HopkinsBurns proposes the following professional services:

Provide architectural services (historical) related to the demolition of blighted buildings on the former Plainwell Paper Mill property. In general the project will consist of evaluating the current historic preservation needs where blighted buildings and/or building elements will be demolished (separated) from buildings that will remain and for developing protective measures to ensure historic fabric is maintained and not lost.

Provide Construction Observation services related to the Demolition Documents HopkinsBurns completed for the City of Plainwell. Our services include four site visits to inspect the work and progress, answering questions on the documents, and minor design and documentation changes.

Revise drawings to convert the steel columns and metal infill between Buildings 3 and 9 to a masonry bearing wall. This includes coordination with the structural engineer, but not structural engineering.

ASSUMPTIONS

1. Our evaluation of the buildings will be based on a readily available visual assessment. No selective demo will be performed.
2. Buildings 1 and 9 are to be demolished.

CITY OF PLAINWELL RESPONSIBILITIES

1. The City of Plainwell shall provide access to the Site and Buildings.
2. The City of Plainwell shall provide the Front End of the Project Documents
3. The City of Plainwell shall advertise for bidders and receive bids.
4. The City of Plainwell shall contract directly with Robert Darvas Associates (RDA) for structural engineering. HopkinsBurns will provide base drawings to RDA and coordinate with their work.

SCHEDULE

HopkinsBurns is prepared to start immediately upon acceptance of our proposal.

CONSULTANTS

HopkinsBurns anticipates using the following consultant(s) for this project. The cost for this service is included in the professional fee.

- Prein & Newhof Building Surveyor

PROFESSIONAL SERVICES FEE

The City of Plainwell shall compensate HopkinsBurns on a fixed fee basis in the amount of **\$ 49,500** for the scope of services outlined above, plus reimbursable expenses as defined below. All time spent to date under the previous hourly contract is included in this proposal. HopkinsBurns reserves the right to renegotiate our fee if the scope of work is modified.

In addition, the City of Plainwell shall compensate HopkinsBurns for the following scope:

Construction Observation Services, Hourly	\$ 8,000.00 (estimated)
Additional Design Work	\$ 4,610.00 (lump sum)

REIMBURSABLE EXPENSES

In addition to the fee indicated above, the following cash costs shall be reimbursable:

1. Travel expenses incurred outside of the Ann Arbor area related to this project. Reimbursement for car mileage is the standard mileage allowance determined by the Internal Revenue Service.
2. Reproduction of drawings, specifications and reports for Owner's use.
3. Reproduction of drawings and specifications to be used for contractor bidding and construction.
4. Postage, express charges and other similar items.
5. Models, renderings, photography and other special presentation material for other than the Architect's own use.
6. Regulatory Agency review fees.
7. Employment of, with client's prior approval, special consultants other than those listed in this proposal.

We suggest establishing an allowance of \$1,000 for reimbursable expenses.

ADDITIONAL SERVICES

Requests for additional services will be documented by HopkinsBurns (if given verbally), and the work will commence upon your approval of an estimated fee for that effort. For additional services, you shall reimburse HopkinsBurns an hourly fee for time spent based on the following billing rate schedule:

Senior Historic Preservation Architect	\$ 175 / hr
Principal Architect	\$ 150 / hr
Historic Preservation Architect	\$ 125 / hr
Architect	\$ 90 - \$ 110 / hr
Intern Architect	\$ 70 - \$ 90 / hr
Clerical/Admin	\$ 50 - \$ 70 / hr

PAYMENTS

All payments due to HopkinsBurns shall be made monthly upon presentation of the statement of services rendered. All payments due HopkinsBurns under this agreement shall bear interest at one-and one-half (1.5) percent per month commencing thirty (30) days after the date of billing.

TERMS AND CONDITIONS

Terms and Conditions are included on the attached sheet.

IN CLOSING

We greatly appreciate the opportunity to present this proposal for your consideration. If you have any questions regarding this proposal and/or our proposed scope of work, please feel free to contact me at 734 424-3344. This document will serve as an agreement between us, and you may indicate your acceptance by signing in the space provided below and returning one (1) signed copy for our files, along with the retainer described above.

Sincerely,



Tamara E. L. Burns, FAIA
Principal
HopkinsBurns Design Studio

Signature _____

Name _____

Title _____

Date _____

ATTACHMENT TO:

Plainwell Paper Mill

Proposal for Architectural Services (historical) for demolition of blighted buildings

September 8, 2019, *Revised October 30, 2019, Revised August 12, 2020*

TERMS AND CONDITIONS

ASBESTOS/LEAD PAINT

HopkinsBurns' scope of services does not include any services related to the presence of any hazardous or toxic materials. In the event that HopkinsBurns encounters any hazardous or toxic materials, or should it become known to HopkinsBurns that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of HopkinsBurns' services, HopkinsBurns may, at its option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until the Owner identifies and abates or removes the hazardous or toxic materials and warrants the jobsite is in full compliance with all applicable laws and regulations.

DESIGN WITHOUT CONSTRUCTION PHASE SERVICES

In the event that the Agreement does not include project observation or review of the Contractor's performance or any other construction phase services, the Owner assumes all responsibility for interpretation of the Construction Documents and for Construction Observation and the Owner waives any claims against the Architect that may be in any way connected thereto.

In addition, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with the performance of such services by other persons or entities and from any and all claims arising from modifications, clarifications, interpretations, adjustments or changes made to the Construction Documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of the Architect.

If the Owner requests in writing that the Architect provide any specific construction phase services, and if the Architect agrees in writing to provide such services, then they shall be compensated for as Additional Services.

LIMITATION OF LIABILITY

The architects/engineers liability for any and all claims, including but not limited to those arising out of the architects/engineers professional services, negligence, gross misconduct, warranties or misrepresentations shall be deemed limited to an amount no greater than the contract.

STANDARD OF CARE

In providing services under this Agreement, the Architect shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. The Architect makes no warranty, express or implied, as to its professional services rendered under this Agreement.

TERMINATION

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform their obligations hereunder. In the event of termination, the Client shall pay the Design Professional for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

City of Plainwell



“The Island City”

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

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

To: Erik Wilson, City Manager
From: Sandra Lamorandier, Personnel Manager
Subject: Obtaining New Retirement Provider
Date: August 7, 2020

As part of our fiduciary responsibility the City and Clearwater Financial have been researching retirement providers and strategies over the past 2 years for our 401(a) and 457 Plans that we offer to the employees.

In the search our objectives were to

- Reduce employee’s expense;
- Utilize today’s new platform designs;
- Offer as many fund options as possible to the employee;
- Offer great customer service and employees ease of access to their plans;

With the expertise and guidance of our financial advisor, Deborah Clark we would like to change our retirement provider from CUNA Mutual to Nationwide Financial.

The platform that has been offered to us will offer several options we currently do not have:

- Guaranteed Fixed Account.
- ROTH Option – At no additional cost to the platform
- Fund Window – a new feature that gives you access to over 1500 institutional share class mutual funds, representing over 100 different mutual fund companies, through the Fund Window option offered by Nationwide.

Based on the current platform we have the estimated savings with the move from CUNA to Nationwide was over \$7,000 per year/per plan in terms of costs the employees incur from fees deducted from plan assets.

Prior to the Council action, the retirement plan trustees, the City Manager, Personnel Manager and the City Treasurer, signed the “Adoption Agreements” with Nationwide, with the understanding that if Council does not approve this plan, the signed agreements are null and void.

CITY OF PLAINWELL
COUNTY OF ALLEGAN
STATE OF MICHIGAN

RESOLUTION NO. # 2020-20

A RESOLUTION TO AMEND THE 457 PROGRAM AND THE 401A RETIREMENT
PROGRAM IN ITS ENTIRETY

Council Member _____ offered the following resolution and moved for its adoption,
seconded by

WHEREAS, The City of Plainwell wishes to amend our retirement plans 401a and
457 for the purpose of switching retirement providers.

WHEREAS, The City of Plainwell would like to name Nationwide Financial as our
provider.

WHEREAS, Additional plan features to include ROTH Funds, a Fund Window, and Fixed
Account,

WHEREAS, For reduction of file submission the Summary plan description has been
submitted for approval with full documents filed with the clerk.

WHEREAS, naming 3 Trustees, Erik J. Wilson, Sandra K. Lamorandier and Brian Kelley and to
approve said trustees for signing needed documents.

NOW THEREFORE, BE IT RESOLVED, The City of Plainwell Council adopts amendment
language for both the 457 Program and the 401A Retirement Program as submitted.

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

ADOPTED this 24^h day of August 2020

Signed: _____
Bradley Keeler, Mayor

Signed: _____
Brian Kelley, City Clerk

CERTIFICATION

I, Brian Kelley, the duly appointed Clerk of the City of Plainwell, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Plainwell City Council at a regular meeting held August 24, 2020 in compliance with the Open Meeting Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

City of Plainwell

By: _____

DRAFT



Nationwide[®]
is on your side

August 3, 2020

City of Plainwell
Attention: Sandra Lamorandier
211 North Main Street
Plainwell, MI 49080

RE: City of Plainwell 457 and 401(a) Retirement Plans

Dear Sandy,

This memo is to acknowledge that the Nationwide Program Agreement and plan documents for each plan will be signed in advance of the submission to City Council due to the timing of an informational meeting for the employees. The informational meeting will take place on August 26th, two days after the city council meeting and by pre-signing the documents that enables Nationwide to provide plan specific education materials to the employees about the specifics for each plan.

While unlikely, should the Council determine that they don't approve of the move to Nationwide, you may contact us via email at newplan@nationwide.com, to make us aware of their decision and we can discontinue the process for moving the current plans from CUNA to Nationwide as well as the consolidation of the prior Nationwide 457.

We look forward to working with you through this transition process.

Sincerely,

Laura L. Durkin
Regional Vice President
Nationwide Retirement Plans

CITY OF PLAINWELL 401(A) RETIREMENT PROGRAM

SUMMARY OF PLAN PROVISIONS

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CITY OF PLAINWELL 401(A) RETIREMENT PROGRAM

SUMMARY OF PLAN PROVISIONS

INTRODUCTION TO YOUR PLAN

What kind of Plan is this?

City of Plainwell 401(a) Retirement Program ("Plan") has been adopted to provide you with the opportunity to save for retirement on a tax-advantaged basis. This Plan is a type of qualified retirement plan. Generally you are not taxed on the amounts we contribute to the Plan until you withdraw these amounts from the Plan.

What information does this Summary provide?

This Summary of Plan Provisions contains information regarding your Plan benefits, your distribution options, and many other features of the Plan. You should take the time to read this summary to get a better understanding of your rights and obligations under the Plan.

If you have any questions about the Plan, please contact the Administrator or other plan representative. The Administrator is responsible for responding to questions and making determinations related to the administration, interpretation, and application of the Plan. The name and address of the Administrator can be found at the end of this summary in the Article entitled "General Information About the Plan."

This summary describes the Plan's benefits and obligations as contained in the legal Plan document, which governs the operation of the Plan. The Plan document is written in much more technical and precise language and is designed to comply with applicable legal requirements. If the non-technical language in this summary conflicts with the language of the Plan document, then the Plan document always governs.

The Plan and your rights under the Plan are subject to various laws, including the Internal Revenue Code. The provisions of the Plan are subject to revision due to a change in laws. Your Employer may also amend or terminate this Plan.

Types of Contributions. The Plan includes provisions for the following types of contributions:

- Employer nonelective contributions
- Employer matching contributions
- Employee rollover contributions

ARTICLE I PARTICIPATION IN THE PLAN

How do I participate in the Plan?

Provided you are not an Excluded Employee, you may begin participating under the Plan once you have satisfied the eligibility requirements and reached your "Entry Date." The following describes the eligibility requirements and Entry Dates that apply. You should contact the Administrator if you have questions about the timing of your Plan participation.

Excluded Employees. If you are a member of a class of employees identified below, you are an Excluded Employee and you are not entitled to participate in the Plan. The Excluded Employees are:

- certain nonresident aliens who have no earned income from sources within the United States
- leased employees
- Regular Part-Time; Temporary; Irregular Part-Time; Casual or On-Call Employees; Elected Officials; Seasonal Employees

Eligibility Conditions. You will be eligible to participate in the Plan when you have satisfied the following eligibility condition(s). However, you will actually become a Participant in the Plan once you reach the Entry Date as described below.

- completion of 6 months of service.
- Department of Public Safety Union Employees are subject to 1 year of service requirement for all contributions.

Entry Date. Your Entry Date will be the first day of the month coinciding with or next following the date you satisfy the eligibility requirements.

How is my service determined for purposes of Plan eligibility?

Year of Service. You will be credited with a Year of Service at the end of the twelve month period beginning on your date of hire if you have been credited with at least 1,000 Hours of Service during such period. If you have not been credited with 1,000 Hours of Service by the end of such period, you will have completed a Year of Service at the end of any following Plan Year during which you were credited with 1,000 Hours of Service.

Hour of Service-Employees for whom hourly records are kept. You will be credited with your actual Hours of Service for:

- (a) each hour for which you are directly or indirectly compensated by the Employer for the performance of duties during the Plan Year;
- (b) each hour for which you are directly or indirectly compensated by the Employer for reasons other than the performance of duties (such as vacation, holidays, sickness, disability, lay-off, military duty, jury duty or leave of absence during the Plan Year); and
- (c) each hour for back pay awarded or agreed to by the Employer.

You will not be credited for the same Hours of Service both under (a) or (b), as the case may be, and under (c).

What service is counted for purposes of Plan eligibility?

Service with the Employer. In determining whether you satisfy the minimum service requirements to participate under the Plan, all service you perform for the Employer will generally be counted.

Military Service. If you are a veteran and are reemployed under the Uniformed Services Employment and Reemployment Rights Act of 1994, your qualified military service may be considered service with the Employer. If you may be affected by this law, ask the Administrator for further details.

What happens if I'm a participant, terminate employment and then I'm rehired?

If you are no longer a participant because you terminated employment, and you are rehired, then you will be able to participate in the Plan on your date of rehire provided you are otherwise eligible to participate in the Plan.

**ARTICLE II
EMPLOYEE CONTRIBUTIONS**

What are rollover contributions?

Rollover contributions. At the discretion of the Administrator, if you are a Participant who is currently employed or an Eligible Employee, you may be permitted to deposit into the Plan distributions you have received from other retirement plans and certain IRAs. Such a deposit is called a "rollover" and may result in tax savings to you. You may ask the Administrator or Trustee of the other plan or IRA to directly transfer (a "direct rollover") to this Plan all or a portion of any amount that you are entitled to receive as a distribution from such plan. Alternatively, you may elect to deposit any amount eligible to be rolled over within 60 days of your receipt of the distribution. You should consult qualified counsel to determine if a rollover is in your best interest.

Rollover account. Your rollover will be accounted for in a "rollover account." You will always be 100% vested in your "rollover account" (see the Article in this summary entitled "Vesting"). This means that you will always be entitled to all amounts in your rollover account. Rollover contributions will be affected by any investment gains or losses.

Withdrawal of rollover contributions. You may withdraw the amounts in your "rollover account" at any time.

**ARTICLE III
EMPLOYER CONTRIBUTIONS**

This Article describes Employer contributions that may be made to the Plan.

What is the Employer matching contribution and how is it allocated?

Matching Contribution. Matching contributions are Employer contributions that are based on contributions you make to City of Plainwell 457 Program. All of these contributions that you make are collectively referred to as "salary deferrals" for purposes of the applying the matching contribution described below.

Matching Contribution. The Employer may make matching contributions equal to a discretionary percentage, to be determined by the Employer, of the Participant's elective deferrals. Matching contributions for Union or Labor Contract Employees will be determined based on current city contracts..

True-up contribution. Your Employer also has the discretion to true-up the matching contribution for the Plan Year. For example, if your deferrals for a period exceed the amount that would be matched but do not exceed the amount if based on a full Plan Year (this can happen when your deferral percentage changes during a year), then your Employer has the discretion to increase the match as though it had been based on the full Plan Year.

Allocation conditions. You will always share in the matching contribution regardless of the amount of service you complete during the Plan Year.

What is the Employer nonelective contribution and how is it allocated?

Nonelective contribution. Each year your Employer may make a discretionary nonelective contribution to your account.

Allocation conditions. You will always share in the nonelective contribution regardless of the amount of service you complete during the Plan Year.

What are forfeitures and how are they allocated?

Definition of forfeitures. In order to reward employees who remain employed with the Employer for a long period of time, the law permits a "vesting schedule" to be applied to certain contributions that your Employer makes to the Plan. This means that you will not be "vested" in (entitled to) all of the contributions until you have been employed with the Employer for a specified period of time (see the Article entitled "Vesting"). If a participant terminates employment before being fully vested, then the non-vested portion of the terminated participant's account balance remains in the Plan and is called a forfeiture.

Allocation of forfeitures. The Employer may use forfeitures to pay Plan expenses or to reduce amounts otherwise required to be contributed to the Plan.

**ARTICLE IV
COMPENSATION AND ACCOUNT BALANCE**

What compensation is used to determine my Plan benefits?

Definition of compensation. For the purposes of the Plan, compensation has a special meaning. Compensation is generally defined as your total compensation that is subject to income tax withholding and paid to you by your Employer during the Plan Year.

Adjustments to compensation. The following adjustments to compensation will be made:

- compensation paid while not a participant in the Plan will be excluded.
- overtime will be excluded.
- bonuses will be excluded.
- commissions; reimbursement of mandatory or voluntary licenses, additional holiday pay, car allowance or vacation and/or sick time buy back or vacation and/or sick time bank upon any separation from the city
- compensation paid after you terminate is generally excluded for Plan purposes. However, the following amounts will be included in compensation even though they are paid after you terminate employment, provided these amounts would otherwise have been considered compensation as described above and provided they are paid within 2 1/2 months after you terminate employment, or if later, the last day of the Plan Year in which you terminate employment:
 - compensation for services performed during your regular working hours, or for services outside your regular working hours (such as overtime or shift differential) or other similar payments that would have been made to you had you continued employment
 - nonqualified unfunded deferred compensation if the payment is includible in gross income and would have been paid to you had you continued employment

Is there a limit on the amount of compensation which can be considered?

The Plan, by law, cannot recognize annual compensation in excess of a certain dollar limit. The limit for the Plan Year beginning in 2019 is \$280,000. After 2019, the dollar limit may increase for cost-of-living adjustments.

Is there a limit on how much can be contributed to my account each year?

Generally, the law imposes a maximum limit on the amount of contributions that may be made to your account and any other amounts allocated to any of your accounts during the Plan Year, excluding earnings. Beginning in 2019, this total cannot exceed the lesser of \$56,000 or 100% of your annual compensation. After 2019, the dollar limit may increase for cost-of-living adjustments.

How is the money in the Plan invested?

The Trustee of the Plan has been designated to hold the assets of the Plan for the benefit of Plan participants and their beneficiaries in accordance with the terms of this Plan. The trust fund established by the Plan's Trustee will be the funding medium used for the accumulation of assets from which Plan benefits will be distributed.

Participant directed investments. You will be able to direct the investment of your entire interest in the Plan. The Administrator will provide you with information on the investment choices available to you, the procedures for making investment elections, the frequency with which you can change your investment choices and other important information. You need to follow the procedures for making investment elections and you should carefully review the information provided to you before you give investment directions. If you do not direct the investment of your applicable Plan accounts, then your accounts will be invested in accordance with the default investment alternatives established under the Plan.

Earnings or losses. When you direct investments, your accounts are segregated for purposes of determining the earnings or losses on these investments. Your account does not share in the investment performance of other participants who have directed their own investments. You should remember that the amount of your benefits under the Plan will depend in part upon your choice of investments. Gains as well as losses can occur and your Employer, the Administrator, and the Trustee will not provide investment advice or guarantee the performance of any investment you choose.

Will Plan expenses be deducted from my account balance?

Expenses allocated to all accounts. The Plan permits the payment of Plan expenses to be made from the Plan's assets. The method of allocating the expenses depends on the nature of the expense itself. For example, certain administrative (or recordkeeping) expenses would typically be allocated proportionately to each participant. If the Plan pays \$1,000 in expenses and there are 100 participants, your account balance would be charged \$10 (\$1,000/100) of the expense.

Terminated employee. After you terminate employment, your Employer reserves the right to charge your account for your pro rata share of the Plan's administration expenses, regardless of whether your Employer pays some of these expenses on behalf of current employees.

Expenses allocated to individual accounts. There are certain other expenses that may be paid just from your account. These are expenses that are specifically incurred by, or attributable to, you. For example, if you are married and get divorced, the Plan may incur additional expenses if a court mandates that a portion of your account be paid to your ex-spouse. These additional expenses may be paid directly from your account (and not the accounts of other participants) because they are directly attributable to you under the Plan. The Administrator can inform you when there will be a charge (or charges) directly to your account.

Your Employer may, from time to time, change the manner in which expenses are allocated.

**ARTICLE V
VESTING**

What is my vested interest in my account?

In order to reward employees who remain employed with the Employer for a long period of time, the law permits a "vesting schedule" to be applied to certain contributions that your Employer makes to the Plan. This means that you will not be entitled ("vested") in all of the contributions until you have been employed with the Employer for a specified period of time.

100% vested contributions. You are always 100% vested (which means that you are entitled to all of the amounts) in your accounts attributable to the following contributions:

- rollover contributions

Vesting schedules. Your "vested percentage" for certain Employer contributions is based on vesting Years of Service. This means at the time you stop working, your account balance attributable to contributions subject to a vesting schedule is multiplied by your vested percentage. The result, when added to the amounts that are always 100% vested as shown above, is your vested interest in the Plan, which is what you will actually receive from the Plan.

Employer Contributions other than Matching Contributions

Your "vested percentage" in your account attributable to Employer contributions other than matching contributions is determined under the following schedule. You will always, however, be 100% vested in these contributions if you are employed on or after your Normal Retirement Age or if you die or become disabled.

Vesting Schedule Nonelective Contributions	
Years of Service	Percentage
1	25%
2	50%
3	75%
4	100%

Matching Contributions

Your "vested percentage" in your account attributable to matching contributions is determined under the following schedule. You will always, however, be 100% vested in your matching contributions if you are employed on or after your Normal Retirement Age or if you die or become disabled.

Vesting Schedule Matching Contributions	
Years of Service	Percentage
1	25%
2	50%
3	75%
4	100%

How is my service determined for vesting purposes?

Year of Service. To earn a Year of Service, you must be credited with at least 1,000 Hours of Service during a Plan Year. The Plan contains specific rules for crediting Hours of Service for vesting purposes. The Administrator will track your service and will credit you with a Year of Service for each Plan Year in which you are credited with the required Hours of Service, in accordance with the terms of the Plan. If you have any questions regarding your vesting service, you should contact the Administrator.

Hour of Service-Employees for whom hourly records are kept. You will be credited with your actual Hours of Service for:

- (a) each hour for which you are directly or indirectly compensated by the Employer for the performance of duties during the Plan Year;
- (b) each hour for which you are directly or indirectly compensated by the Employer for reasons other than the performance of duties (such as vacation, holidays, sickness, disability, lay-off, military duty, jury duty or leave of absence during the Plan Year); and
- (c) each hour for back pay awarded or agreed to by the Employer.

You will not be credited for the same Hours of Service both under (a) or (b), as the case may be, and under (c).

Hour of Service-Employees for whom hourly records are not kept. The Plan does not credit you with your actual Hours of Service. Instead the Plan uses an "equivalency" method. Under this method you will be credited with 190 Hours of Service for each month during the year in which you would otherwise be credited with at least one Hour of Service.

What service is counted for vesting purposes?

Service with the Employer. In calculating your vested percentage, all service you perform for the Employer will generally be counted.

Military Service. If you are a veteran and are reemployed under the Uniformed Services Employment and Reemployment Rights Act of 1994, your qualified military service may be considered service with the Employer. If you may be affected by this law, ask the Administrator for further details.

When will the non-vested portion of my account balance be forfeited?

If you are partially vested in your account balance when you leave, the non-vested portion of your account balance will be forfeited on the earlier of the date:

- (a) of the distribution of your vested account balance, or
- (b) when you incur five consecutive 1-year Breaks in Service.

**ARTICLE VI
DISTRIBUTIONS PRIOR TO TERMINATION AND HARDSHIP DISTRIBUTIONS**

Can I withdraw money from my account while working?

In-service distributions. You may be entitled to receive an in-service distribution. However, this distribution is not in addition to your other benefits and will therefore reduce the value of the benefits you will receive at retirement. This distribution is made at your election and will be made in accordance with the forms of distributions available under the Plan.

Conditions and Limitations. Generally you may receive a distribution from the Plan from certain accounts prior to your termination of employment provided you satisfy all of the conditions described below:

- you have attained age 62
- you have been a participant in the Plan for at least 5 years

The following limitations apply to in-service distributions from certain accounts:

- In-service distributions can only be made from accounts which are 100% vested.

Can I withdraw money from my account in the event of financial hardship?

Hardship distributions. You may withdraw money for financial hardship if you satisfy certain conditions. This hardship distribution is not in addition to your other benefits and will therefore reduce the value of the benefits you will receive at retirement.

Qualifying expenses. A hardship distribution may be made to satisfy certain immediate and heavy financial needs that you have. A hardship distribution may only be made for payment of the following:

- Expenses for medical care (described in Section 213(d) of the Internal Revenue Code) previously incurred by you, your spouse, your dependents or your beneficiaries or necessary for you, your spouse, your dependents or your beneficiaries to obtain medical care.
- Costs directly related to the purchase of your principal residence (excluding mortgage payments).
- Tuition, related educational fees, and room and board expenses for the next twelve (12) months of post-secondary education for yourself, your spouse, your dependents or your beneficiaries.
- Amounts necessary to prevent your eviction from your principal residence or foreclosure on the mortgage of your principal residence.
- Payments for burial or funeral expenses for your deceased parent, spouse, children, other dependents or beneficiaries.
- Expenses for the repair of damage to your principal residence that would qualify for the casualty deduction under the Internal Revenue Code.

A beneficiary is someone you designate under the Plan to receive your death benefit who is not otherwise your spouse or dependent.

A hardship distribution can only be made if there is an immediate and heavy financial need. In addition to the expenses listed above, a hardship distribution can be made to pay any federal, state, or local income taxes or penalties reasonably anticipated to result from a hardship distribution. The Administrator must determine, based on all relevant facts and circumstances, whether you have other resources available to satisfy the financial need. For this purpose, your resources will generally include property which is owned by your spouse or minor children.

Limitations. The following limitations apply to hardship distributions:

- Hardship distributions can only be made from accounts which are 100% vested.
- You must be employed with the Employer at the time of the hardship distribution.

Account restrictions. You may request a hardship distribution only from the following accounts provided the account is 100% vested:

- accounts attributable to Employer matching contributions
- accounts attributable to Employer nonelective contributions

ARTICLE VII BENEFITS AND DISTRIBUTIONS UPON TERMINATION OF EMPLOYMENT

When can I get money out of the Plan?

You may receive a distribution of the vested portion of some or all of your accounts in the Plan for the following reasons:

- termination of employment for reasons other than death, disability or retirement
- normal retirement
- disability
- death

This Plan is designed to provide you with retirement benefits. However, distributions are permitted if you die or become disabled. In addition, certain payments are permitted when you terminate employment for any other reason. The rules under which you can receive a distribution are described in this Article. The rules regarding the payment of death benefits to your beneficiary are described in "Benefits and Distributions Upon Death."

You may also receive distributions while you are still employed with the Employer. (See the Article entitled "Distributions Prior to Termination and Hardship Distributions" for a further explanation.)

Military Service. If you are a veteran and are reemployed under the Uniformed Services Employment and Reemployment Rights Act of 1994, your qualified military service may be considered service with the Employer. There may also be benefits for employees who die or become disabled while on active duty. Employees who receive wage continuation payments while in the military may benefit from various changes in the law. If you think you may be affected by these rules, ask the Administrator for further details.

Distributions for deemed severance of employment. If you are on active duty for more than 30 days, then the Plan generally treats you as having severed employment for distribution purposes. This means that you may request a distribution from the Plan.

What happens if I terminate employment before death, disability or retirement?

If your employment terminates for reasons other than death, disability or normal retirement, you will be entitled to receive only the "vested percentage" of your account balance.

You may elect to have your vested account balance distributed to you as soon as administratively feasible following your termination of employment. However, if the value of your vested account balance does not exceed \$5,000, then a distribution will be made to you regardless of whether you consent to receive it. (See the question entitled "How will my benefits be paid to me?" for additional information.)

Treatment of rollovers for consent to distribution. In determining if the value of your vested account balance exceeds the \$5,000 threshold described above used to determine whether you must consent to a distribution, your rollover account will not be considered as part of your benefit.

What happens if I terminate employment at Normal Retirement Date?

Normal Retirement Date. You will attain your Normal Retirement Age when you reach age 65. Your Normal Retirement Date is the date on which you attain your Normal Retirement Age.

Payment of benefits. You will become 100% vested in all of your accounts under the Plan if you retire on or after your Normal Retirement Age. However, the actual payment of benefits generally will not begin until you have terminated employment and reached your Normal Retirement Date. In such event, a distribution will be made, at your election, as soon as administratively feasible. If you remain employed past your Normal Retirement Date, you may generally defer the receipt of benefits until you actually terminate employment. (See the question entitled "How will my benefits be paid to me?" for an explanation of how these benefits will be paid.)

What happens if I terminate employment due to disability?

Definition of disability. Under the Plan, disability is defined as a physical or mental condition resulting from bodily injury, disease, or mental disorder which renders you incapable of continuing any gainful occupation and which has lasted or can be expected to last for a continuous period of at least twelve (12) months. Your disability must be determined by a licensed physician. However, if your condition constitutes total disability under the federal Social Security Act, then the Administrator may deem that you are disabled for purposes of the Plan.

Payment of benefits. If you become disabled while an employee, you will become 100% vested in all of your accounts under the Plan. Payment of your disability benefits will be made to you as if you had retired. However, if the value of your account balance does not exceed \$5,000, then a distribution of your account balance will be made to you, regardless of whether you consent to receive it. (See the question entitled "How will my benefits be paid to me?" for an explanation of how these benefits will be paid.)

How will my benefits be paid to me?

Forms of distribution. If your vested account balance does not exceed \$5,000, then your vested account balance may only be distributed to you in a single lump-sum payment. In determining whether your vested account balance exceeds the \$5,000 threshold, "rollovers" (and any earnings allocable to "rollover" contributions) will not be taken into account.

In addition, if your vested account balance exceeds \$5,000, you must consent to any distribution before it may be made. If your vested account balance exceeds \$5,000, you may elect to receive a distribution of your vested account balance in:

- a single lump-sum payment
- partial withdrawals

Delaying distributions. You may delay the distribution of your vested account balance unless a distribution is required to be made, as explained earlier, because your vested account balance does not exceed \$5,000. However, if you elect to delay the distribution of your vested account balance, there are rules that require that certain minimum distributions be made from the Plan. Distributions are required to begin not later than the April 1st following the later of the end of the year in which you reach age 70 1/2 or retire.

Medium of payment. Benefits under the Plan will generally be paid to you in cash only.

ARTICLE VIII BENEFITS AND DISTRIBUTIONS UPON DEATH

What happens if I die while working for the Employer?

If you die while still employed by the Employer, then your vested account balance will be used to provide your beneficiary with a death benefit.

Who is the beneficiary of my death benefit?

Beneficiary designation. You may designate a beneficiary for your death benefit. The designation must be made in accordance with the procedures set forth by the Administrator. You should periodically review your designation to ensure it continues to meet your goals.

Divorce. If you have designated your spouse as your beneficiary for all or a part of your death benefit, then upon your divorce, the designation is no longer valid. This means that if you do not select a new beneficiary after your divorce, then you are treated as not having a beneficiary for that portion of the death benefit (unless you have remarried).

No beneficiary designation. At the time of your death, if you have not designated a beneficiary or your beneficiary is also not alive, the death benefit will be paid in the following order of priority to:

- (a) your surviving spouse
- (b) your children, including adopted children in equal shares (and if a child is not living, that child's share will be distributed to that child's heirs)
- (c) your surviving parents, in equal shares
- (d) your estate

How will the death benefit be paid to my beneficiary?

Form of distribution. If the death benefit payable to a beneficiary does not exceed \$5,000, then the benefit may only be paid as a lump-sum. If the death benefit exceeds \$5,000, your beneficiary may elect to have the death benefit in the same forms of payments that were available to you.

When must the last payment be made to my beneficiary?

The law generally restricts the ability of a retirement plan to be used as a method of retaining money for purposes of your death estate. Thus, there are rules that are designed to ensure that death benefits are distributable to beneficiaries within certain time periods.

Regardless of the method of distribution selected, if your designated beneficiary is a person (rather than your estate or some trusts) then minimum distributions of your death benefit will begin by the end of the year following the year of your death ("1-year rule") and must be paid over a period not extending beyond your beneficiary's life expectancy. If your spouse is the beneficiary, then under the "1-year rule," the start of payments will be delayed until the year in which you would have attained age 70 1/2 unless your spouse elects to begin distributions over his or her life expectancy before then. However, instead of the "1-year rule" your beneficiary may elect to have the entire death benefit paid by the end of the fifth year following the year of your death (the "5-year rule"). Generally, if your beneficiary is not a person, your entire death benefit must be paid under the "5-year rule."

What happens if I'm a participant, terminate employment and die before receiving all my benefits?

If you terminate employment with the Employer and subsequently die, your beneficiary will be entitled to your remaining interest in the Plan at the time of your death. The provision in the Plan providing for full vesting of your benefit upon death does not apply if you die after terminating employment.

ARTICLE IX TAX TREATMENT OF DISTRIBUTIONS

What are my tax consequences when I receive a distribution from the Plan?

Generally, you must include any Plan distribution in your taxable income in the year in which you receive the distribution. The tax treatment may also depend on your age when you receive the distribution. Certain distributions made to you when you are under age 59 1/2 could be subject to an additional 10% tax.

Can I elect a rollover to reduce or defer tax on my distribution?

Rollover or Direct Transfer. You may reduce, or defer entirely, the tax due on your distribution through use of one of the following methods:

- (a) **60-day rollover.** The rollover of all or a portion of the distribution to an Individual Retirement Account or Annuity (IRA) or another employer retirement plan willing to accept the rollover. This will result in no tax being due until you begin withdrawing funds from the IRA or other qualified employer plan. The rollover of the distribution, however, **MUST** be made within strict time frames (normally, within 60 days after you receive your distribution). Under certain circumstances, all or a portion of a distribution (such as a hardship distribution) may not qualify for this rollover treatment. In addition, most distributions will be subject to mandatory federal income tax withholding at a rate of 20%. This will reduce the amount you actually receive. For this reason, if you wish to roll over all or a portion of your distribution amount, then the direct transfer option described in paragraph (b) below would be the better choice.
- (b) **Direct rollover.** For most distributions, you may request that a direct transfer (sometimes referred to as a direct rollover) of all or a portion of a distribution be made to either an Individual Retirement Account or Annuity (IRA) or another employer retirement plan willing to accept the transfer. A direct transfer will result in no tax being due until you withdraw funds from the IRA or other employer plan. Like the rollover, under certain circumstances all or a portion of the amount to be distributed may not qualify for this direct transfer. If you elect to actually receive the distribution rather than request a direct transfer, then in most cases 20% of the distribution amount will be withheld for federal income tax purposes.

Automatic IRA Rollover. If a mandatory distribution is being made to you because your vested interest in the Plan exceeds \$1,000 but does not exceed \$5,000, then the Plan will rollover your distribution to an IRA if you do not make an affirmative election to either receive or roll over the distribution. The IRA provider selected by the Plan will invest the rollover funds in a type of investment designed to preserve principal and provide a reasonable rate of return and liquidity (e.g., an interest-bearing account, a certificate of deposit or a money market fund). The IRA provider will charge your account for any expenses associated with the establishment and maintenance of the IRA and with the IRA investments. You may transfer the IRA funds to any other IRA you choose. You will be provided with details regarding the IRA at the time you are entitled to a distribution. However, you may contact the Administrator at the address and telephone number indicated in this summary for further information regarding the Plan's automatic rollover provisions, the IRA provider, and the fees and expenses associated with the IRA.

Tax Notice. WHENEVER YOU RECEIVE A DISTRIBUTION THAT IS AN ELIGIBLE ROLLOVER DISTRIBUTION, THE ADMINISTRATOR WILL DELIVER TO YOU A MORE DETAILED EXPLANATION OF THESE OPTIONS. HOWEVER, THE

RULES WHICH DETERMINE WHETHER YOU QUALIFY FOR FAVORABLE TAX TREATMENT ARE VERY COMPLEX. YOU SHOULD CONSULT WITH QUALIFIED TAX COUNSEL BEFORE MAKING A CHOICE.

ARTICLE X PROTECTED BENEFITS AND CLAIMS PROCEDURES

Are my benefits protected?

As a general rule, your interest in your account, including your "vested interest," may not be alienated. This means that your interest may not be sold, used as collateral for a loan, given away or otherwise transferred. In addition, your creditors (other than the IRS) may not attach, garnish or otherwise interfere with your benefits under the Plan.

Are there any exceptions to the general rule?

There are three exceptions to this general rule. The Administrator must honor a "qualified domestic relations order." A "qualified domestic relations order" is defined as a decree or order issued by a court that obligates you to pay child support or alimony, or otherwise allocates a portion of your assets in the Plan to your spouse, former spouse, children or other dependents. If a qualified domestic relations order is received by the Administrator, all or a portion of your benefits may be used to satisfy that obligation. The Administrator will determine the validity of any domestic relations order received. You and your beneficiaries can obtain from the Administrator, without charge, a copy of the procedure used by the Administrator to determine whether a qualified domestic relations order is valid.

The second exception applies if you are involved with the Plan's operation. If you are found liable for any action that adversely affects the Plan, the Administrator can offset your benefits by the amount that you are ordered or required by a court to pay the Plan. All or a portion of your benefits may be used to satisfy any such obligation to the Plan.

The last exception applies to Federal tax levies and judgments. The Federal government is able to use your interest in the Plan to enforce a Federal tax levy and to collect a judgment resulting from an unpaid tax assessment.

Can the Plan be amended?

Your Employer has the right to amend the Plan at any time. In no event, however, will any amendment authorize or permit any part of the Plan assets to be used for purposes other than the exclusive benefit of participants or their beneficiaries. Additionally, no amendment will cause any reduction in the amount credited to your account.

What happens if the Plan is discontinued or terminated?

Although your Employer intends to maintain the Plan indefinitely, your Employer reserves the right to terminate the Plan at any time. Upon termination, no further contributions will be made to the Plan and all amounts credited to your accounts will become 100% vested. Your Employer will direct the distribution of your accounts in a manner permitted by the Plan as soon as practicable. (See the question entitled "How will my benefits be paid to me?" for a further explanation.) You will be notified if the Plan is terminated.

How do I submit a claim for Plan benefits?

Benefits will generally be paid to you and your beneficiaries without the necessity for formal claims. Contact the Administrator if you are entitled to benefits or if you think an error has been made in determining your benefits. Any such request should be in writing.

If the Administrator determines the claim is valid, then you will receive a statement describing the amount of benefit, the method or methods of payment, the timing of distributions and other information relevant to the payment of the benefit.

What if my benefits are denied?

Your request for Plan benefits will be considered a claim for Plan benefits, and it will be subject to a full and fair review. If your claim is wholly or partially denied, the Administrator will provide you with notification of the Plan's adverse determination. This written or electronic notification will be provided to you within a reasonable period of time.

ARTICLE XI GENERAL INFORMATION ABOUT THE PLAN

There is certain general information which you may need to know about the Plan. This information has been summarized for you in this Article.

Plan Name

The full name of the Plan is City of Plainwell 401(a) Retirement Program.

Plan Effective Dates

This Plan was originally effective on September 15, 2000. The amended and restated provisions of the Plan become effective on October 1, 2020.

Other Plan Information

Valuations of the Plan assets are generally made every business day. Certain distributions are based on the Anniversary Date of the Plan. This date is the last day of the Plan Year.

The Plan's records are maintained on a twelve-month period of time. This is known as the Plan Year. The Plan Year begins on January 1st and ends on December 31st.

Employer Information

Your Employer's name, address and identification number are:

City of Plainwell
211 North Main Street
Plainwell, Michigan 49080
38-6004724

Administrator Information

The Administrator is responsible for the day-to-day administration and operation of the Plan. For example, the Administrator maintains the Plan records, including your account information, provides you with the forms you need to complete for Plan participation, and directs the payment of your account at the appropriate time. The Administrator will also allow you to review the formal Plan document and certain other materials related to the Plan. If you have any questions about the Plan or your participation, you should contact the Administrator. The Administrator may designate other parties to perform some duties of the Administrator.

The Administrator has the complete power, in its sole discretion, to determine all questions arising in connection with the administration, interpretation, and application of the Plan (and any related documents and underlying policies). Any such determination by the Administrator is conclusive and binding upon all persons.

The name, address and business telephone number of the Plan's Administrator are:

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

Plan Trustee Information and Plan Funding Medium

All money that is contributed to the Plan is held in a trust fund. The Trustees are responsible for the safekeeping of the trust fund and must hold and invest Plan assets in a prudent manner and in the best interest of you and your beneficiaries. The trust fund established by the Plan's Trustee(s) will be the funding medium used for the accumulation of assets from which benefits will be distributed. While all the Plan assets are held in a trust fund, the Administrator separately accounts for each Participant's interest in the Plan.

The Plan's Trustees are:

Erik J. Wilson, Trustee
Sandra K. Lamorandier, Trustee
Brian Kelley, Trustee
211 North Main Street
Plainwell, Michigan 49080
(269) 685-6821

The Trustees shall collectively be referred to as Trustee throughout this Summary of Plan Provisions.

**CITY OF PLAINWELL 457 PROGRAM
SUMMARY OF 457 PLAN PROVISIONS**

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CITY OF PLAINWELL 457 PROGRAM

SUMMARY OF 457 PLAN PROVISIONS

INTRODUCTION TO YOUR PLAN

City of Plainwell 457 Program ("Plan") has been adopted to provide you with the opportunity to save for retirement on a tax-advantaged basis. This Plan is a type of retirement plan commonly referred to as a Governmental Eligible 457 Plan. This summary of 457 Plan Provisions contains valuable information regarding when you may become eligible to participate in the Plan, your Plan benefits, your distribution options, and many other features of the Plan. You should take the time to read this Summary to get a better understanding of your rights and obligations under the Plan.

We have attempted to answer most of the questions you may have regarding your benefits in the Plan. If this summary does not answer all of your questions, please contact the Administrator. The name and address of the Administrator can be found in the Article of this summary entitled "General Information About The Plan."

This summary describes the Plan's benefits and obligations as contained in the legal Plan document, which governs the operation of the Plan. The Plan document is written in much more technical and precise language. If the non-technical language under this summary and the technical, legal language of the Plan document conflict, the Plan document always governs. If you wish to receive a copy of the legal Plan document, please contact the Administrator.

This summary describes the current provisions of the Plan. The Plan is subject to federal laws, such as the Internal Revenue Code and other federal and state laws which may affect your rights. The provisions of the Plan are subject to revision due to a change in laws or due to pronouncements by the Internal Revenue Service (IRS). The Employer may also amend or terminate this Plan. The Administrator will notify you if the provisions of the Plan that are described in this summary change. This summary does not address the provisions of specific investment products.

ARTICLE I PARTICIPATION IN THE PLAN

Am I eligible to participate in the Plan?

All employees are eligible once they satisfy the eligibility conditions described in the next question.

Independent contractors are not eligible to participate in the Plan.

When am I eligible to participate in the Plan?

Provided you are an eligible employee, you will be eligible on your date of hire. You will actually enter the Plan once you reach the entry date as described in the next question.

When is my entry date?

Provided you are an eligible employee, you will be able to participate in the Plan beginning on your date of hire.

ARTICLE II CONTRIBUTIONS

What kind of contributions may I make to the Plan and how do my contributions affect my taxes?

As a participant under the Plan, you may elect to reduce your compensation by a specific percentage or dollar amount and have that amount contributed to the Plan. The Plan refers to this as an "elective deferral." There are two types of elective deferrals, pre-tax deferrals and Roth deferrals. For purposes of this summary "deferrals" or "elective deferrals" generally means both pre-tax deferrals and Roth deferrals.

If you make pre-tax deferrals, your taxable income is reduced by the deferral contributions so you pay less in federal income taxes. Later, when the Plan distributes the deferrals and earnings, you will pay the taxes on those deferrals and the earnings. Federal income taxes on the pre-tax deferral contributions and on the earnings are only postponed.

If you elect to make Roth deferrals, the deferrals are subject to federal income taxes in the year of deferral. However, the Roth deferrals and, if you meet certain conditions, the earnings on the Roth deferrals are not subject to federal income taxes when distributed to you. This means that the earnings on the Roth deferrals may never be subject to Federal income tax. See "What are my tax consequences when I receive a distribution from the Plan?"

Both your pre-tax and Roth deferrals will be subject to Social Security taxes at the time of your deferral.

Is there a limit on the amount of elective deferrals that can be made each year?

As a participant, you may elect to defer a percentage of your compensation each year instead of receiving that amount in cash. The Administrator will notify you of the maximum percentage you may defer.

You may make deferrals from your accumulated sick pay, from accumulated vacation pay or from back pay.

Your total elective deferrals in any calendar year may not exceed a certain dollar limit which is set by law ("elective deferral limit"). The elective deferral limit for 2019 is \$19,000. After 2019, the elective deferral limit may increase for cost-of-living adjustments.

If you are age 50 or will attain age 50 before the end of a calendar year, you may make additional deferrals (called "age 50 catch-up deferrals") for that year and following years. If you meet the age 50 requirement and your salary deferrals exceed the elective deferral limit described above, then any excess will be an age 50 catch-up deferral. The maximum catch-up deferral that you can make in 2019 is \$6,000. After 2019, the maximum age 50 catch-up contribution limit may increase for cost-of-living adjustments.

How do I make an election to defer?

The amount you elect to defer will be deducted from your pay in accordance with a procedure established by the Plan Administrator. If you wish to defer, the procedure will require that you enter into a salary reduction agreement. You may elect to defer a portion of your compensation payable on or after your Entry Date. Such election must be made prior to the first day of a calendar month in which you wish to defer and will become effective as soon as administratively feasible after it is received by the Plan Administrator. Your election will remain in effect until you modify or terminate it. You may revoke or make modifications to your salary deferral election in accordance with procedures that the Employer provides. See the Plan Administrator for further information.

What are rollover contributions?

Rollover contributions. If you are a Participant or an Eligible Employee, you may be permitted to deposit into the Plan distributions you have received from other retirement plans. Such a deposit is called a "rollover" and may result in tax savings to you. You may ask the Administrator or Trustee of the other plan or IRA to directly transfer (a "direct rollover") to this Plan all or a portion of any amount that you are entitled to receive as a distribution from such plan. Alternatively, you may elect to deposit any amount eligible to be rolled over within 60 days of your receipt of the distribution. You should consult qualified counsel to determine if a rollover is in your best interest.

Rollover account. Your rollover will be accounted for in a "rollover account." You will always be 100% vested in your "rollover account" (see the Article in this SPD entitled "Vesting"). This means that you will always be entitled to all amounts in your rollover account. Rollover contributions will be affected by any investment gains or losses.

Withdrawal of rollover contributions. You may withdraw the amounts in your "rollover account" at any time.

What compensation is used to determine my Plan benefits?

Definition of compensation. For the purposes of the Plan, compensation has a special meaning. Compensation is generally defined as your total compensation that is subject to income tax and paid to you by your Employer during the Plan Year. The Plan takes into account elective deferrals to retirement plans (including this one) cafeteria plans, or qualified transportation fringe benefit plans. The following describes the adjustments to compensation that may apply for the different types of contributions provided under the Plan. Compensation:

- compensation paid after you terminate is generally excluded for Plan purposes. However, the following amounts will be included in compensation even though they are paid after you terminate employment, provided these amounts would otherwise have been considered compensation as described above and provided they are paid within 2 1/2 months after you terminate employment, or if later, the last day of the Plan Year in which you terminate employment:
 - Compensation for services performed during your regular working hours, or for services outside your regular working hours (such as overtime or shift differential) or other similar payments that would have been made to you had you continued employment.
 - Compensation paid for unused accrued bona fide sick, vacation or other leave, if such amounts would have been included in compensation if paid prior to your termination of employment and you would have been able to use the leave if employment had continued.
 - Nonqualified unfunded deferred compensation if the payment is includible in gross income and would have been paid to you had you continued employment.

For the Plan Year in which you first participate, for any contributions other than salary reductions, we take into account your full Plan Year compensation.

ARTICLE III DISTRIBUTIONS

When will I be entitled to a distribution from the Plan?

Distributions under the Plan may generally not be made prior to your termination of employment (for whatever reason, including death). The rules are explained in more detail below.

If you terminate employment for any reason and at any age (including retirement), then you will be entitled to a distribution within a reasonable time after you terminate employment. (See the question "How will my benefits be paid?" for a further explanation of how benefits are paid from the Plan.)

If your benefit does not exceed \$5,000 then the distribution will automatically be paid to you as soon as administratively practical following your termination of employment. If your benefit exceeds \$5,000, then you will be given the opportunity to elect to defer payment of the benefit, subject to certain limitations. In determining whether your vested account balance exceeds the \$5,000 threshold, "rollovers" (and any earnings allocable to "rollover" contributions) will not be taken into account.

If the Plan Administrator approves, you (1) may elect to postpone distribution of your benefit to any fixed or determinable date including, but not beyond, your "required beginning date" described below; and (2) you may elect the method of payment.

Military Service. If you are a veteran and are reemployed under the Uniformed Services Employment and Reemployment Rights Act of 1994, your qualified military service may be considered service with the Employer. There may also be benefits for employees who die or become disabled while on active duty. Employees who receive wage continuation payments while in the military may benefit from various changes in the law. If you think you may be affected by these rules, ask the Administrator for further details.

Distributions while on military duty. If you are on active military duty for more than 30 days, then the Plan treats you as having terminated employment for distribution purposes. This means that you may request a distribution from the Plan. If you request a distribution on account of this deemed termination of employment, then you are not permitted to make any contributions to the Plan for 6 (six) months after the date of the distribution.

Required beginning date.

Regardless of the above, the law requires that certain minimum distributions be made from the Plan. Distributions are required to begin not later than the April 1st following the later of the end of the year in which you reach age 70 1/2 or terminate employment. You should see the Plan Administrator if you think you may be affected by these rules.

What is the Plan's normal retirement age?

You will attain your normal retirement age when you reach age 65.

What is my vested interest in my account?

You are always 100% vested in all your accounts under our plan.

How will my benefits be paid?

You may, subject to the approval of the Plan Administrator, elect to receive your distribution under one of the methods described below:

- a single lump-sum payment.
- Any other method agreed to by the Administrator.

May I elect to roll over my account to another plan or IRA?

If you are entitled to a distribution of more than \$200, then you may elect whether to receive the distribution or to roll over the distribution to another retirement plan such as an individual retirement account ("IRA"). For this purpose, your Roth deferral account is treated separately.

What happens if I get divorced?

The Administrator will honor a "qualified domestic relations order." A "qualified domestic relations order" is defined as a decree or order issued by a court that obligates you to pay child support or alimony, or otherwise allocates a portion of your assets in the Plan to your spouse, former spouse, child or other dependent. If a qualified domestic relations order is received by the Administrator, all or a portion of your benefits may be used to satisfy the obligation. The Administrator will determine the validity of any domestic relations order received.

You and your beneficiaries can obtain from the Administrator, without charge, a copy of the procedure used by the Administrator to determine whether a qualified domestic relations order is valid.

ARTICLE IV DEATH BENEFITS

What happens if I die while working for the Employer?

If you die while still employed by the Employer, your entire account balance will be used to provide your beneficiary with a death benefit.

Your beneficiary is the person or persons whom you designate on a form the Administrator provides for this purpose. If you are married, your spouse will be the beneficiary of the death benefit, unless you elect to change the beneficiary.

If no valid designation of beneficiary exists, or if the beneficiary is not alive when you die, then the death benefit will be paid in the following order, unless the investment provider's documentation says otherwise:

- (a) Your surviving spouse;
- (b) Your children, including adopted children, and if a child dies before you, to their children, if any; or
- (c) Your estate.

When will the death benefit be paid to my beneficiary?

Your death benefit will be paid to your beneficiary and payment will be made as your beneficiary elects, consistent with the Plan. See the Plan Administrator for further details.

You should immediately report any change in your marital status to the Administrator. If you have specifically named your spouse as your beneficiary on a designation form, then the designation will be invalid upon your divorce.

What happens if I'm a participant, terminate employment, and die before receiving all my benefits?

If you terminate employment with us and subsequently die, your beneficiary will be entitled to any remaining benefits that you were entitled to as of the date of your death.

ARTICLE V IN-SERVICE DISTRIBUTIONS

Can I withdraw money from my account while working for the Employer?

You may receive a distribution from the Plan prior to your termination of employment if you satisfy certain conditions. These conditions are described below. However, this distribution will reduce the value of the benefits you will receive when you retire. Any in-service distribution is made at your election and will be made in accordance with the forms of distribution available under the investment product you have selected or under the Plan.

You may receive a distribution if you have an "unforeseeable emergency," which is severe financial hardship resulting from an accident or illness to you, your spouse, dependent(s) or beneficiaries, a loss of property due to casualty, or other extraordinary and unforeseeable circumstances beyond your control.

You may elect to receive a "de minimis" distribution of up to \$5,000 provided: (i) your account does not exceed \$5,000; (ii) you have not made any Salary Reduction Contributions or received any Employer contribution during the prior two years ending on the date you would have received the de minimis distribution; and (iii) you have not previously taken a de minimis distribution from the Plan.

You may request a distribution of up to your entire account once you reach age 70 1/2.

ARTICLE VI TAX TREATMENT OF DISTRIBUTIONS

What are my tax consequences when I receive a distribution from the Plan?

Generally, you must include any Plan distribution in your taxable income in the year in which you receive the distribution. The tax treatment may also depend on your age when you receive the distribution.

If you receive distribution of a Roth deferral, since you paid current federal income tax on the deferral contribution in the year of deferral, the deferrals are not subject to federal income taxes when distributed to you. The earnings on Roth deferrals are also tax free upon distribution if you receive a "qualified distribution" from your Roth deferral account.

In order to be a "qualified distribution," the distribution must occur after one of the following: (1) your attainment of age 59 1/2, (2) your disability, or (3) your death. In addition, the distribution must occur after the expiration of a 5-year participation period. The 5-year participation period is the 5-year period beginning on the calendar year in which you first make a Roth contribution to the Plan (or to another 401(k) plan or 403(b) plan if such amount was rolled over into the Plan) and ending on the last day of the calendar year that is 5 years later. For example, if you made your first Roth deferral under this Plan on November 30, 2012, your participation period would end on December 31, 2016. This means that you could take a qualified distribution as early as January 1, 2017. It is not necessary that you make a Roth contribution in each of the five years.

If a distribution from your Roth deferral account is not a qualified distribution, the earnings distributed with the Roth deferrals will be taxable to you at the time of distribution (unless you roll over the distribution to another 457(b) plan, a Roth IRA, or a 401(k) plan that will accept the rollover). In addition, in some cases, there may be a 10% excise tax on the earnings that are distributed.

Can I reduce or defer tax on my distribution?

You may reduce, or defer entirely, the tax due on your distribution through use of one of the following methods:

(a) The rollover of all or a portion of the distribution you actually receive to a traditional Individual Retirement Account (IRA) or another eligible employer plan. This will result in no tax being due until you begin withdrawing funds from the traditional IRA or other eligible employer plan. The rollover of the distribution, however, MUST be made within strict time frames (normally, within 60 days after you receive your distribution). Under certain circumstances all or a portion of a distribution may not qualify for this rollover treatment. In addition, most distributions will be subject to mandatory federal income tax withholding at a rate of 20%. This will reduce the amount you actually receive. For this reason, if you wish to roll over all or a portion of your distribution amount, the direct rollover option described in paragraph (b) below would be the better choice.

(b) For most distributions, you may request that a "direct rollover" of all or a portion of the distribution to either a traditional Individual Retirement Account (IRA) or another employer plan willing to accept the rollover. A direct rollover will result in no tax being due until you withdraw funds from the traditional IRA or other qualified employer plan. Like the 60-day rollover, under certain circumstances all or a portion of the amount to be distributed may not qualify for this direct rollover, e.g., a distribution of less than \$200 will not be eligible for a direct rollover. If you elect to actually receive the distribution rather than request a direct rollover, then in most cases 20% of the distribution amount will be withheld for federal income tax purposes.

WHENEVER YOU RECEIVE A DISTRIBUTION THAT IS AN ELIGIBLE ROLLOVER DISTRIBUTION, THE ADMINISTRATOR WILL DELIVER TO YOU A MORE DETAILED EXPLANATION OF THESE OPTIONS. HOWEVER, THE RULES WHICH DETERMINE WHETHER YOU QUALIFY FOR FAVORABLE TAX TREATMENT ARE VERY COMPLEX. YOU SHOULD CONSULT WITH A QUALIFIED TAX ADVISOR BEFORE MAKING A CHOICE.

ARTICLE VII LOANS

Is it possible to borrow money from the Plan?

Yes. Loans are permitted in accordance with the Plan Loan Policy. If you wish to receive a copy of the Loan Policy, please contact the Plan Administrator.

ARTICLE VIII CLAIMS AND BENEFITS

Can the Plan be amended?

Yes. The Employer may amend the Plan at any time. No amendment will cause any reduction in the amount credited to your account.

What happens if the Plan is discontinued or terminated?

The Employer may terminate the Plan at any time. Upon termination, no more contributions may be made to the Plan. The Administrator will notify you of any modification or termination of the Plan.

How do I submit a claim for Plan benefits?

You may file a claim for benefits by submitting a written request for benefits to the Plan Administrator. You should contact the Plan Administrator to see if there is an applicable distribution form that must be used. If no specific form is required or available, then your written request for a distribution will be considered a claim for benefits. In the case of a claim for disability benefits, if disability is determined by the Plan Administrator (rather than by a third party such as the Social Security Administration), then you must also include with your claim sufficient evidence to enable the Plan Administrator to make a determination on whether you are disabled.

Decisions on the claim will be made within a reasonable period of time appropriate to the circumstances. "Days" means calendar days. If the Plan Administrator determines the claim is valid, then you will receive a statement describing the amount of benefit, the method or methods of payment, the timing of distributions and other information relevant to the payment of the benefit.

For purposes of the claims procedures described below, "you" refers to you, your authorized representative, or anyone else entitled to benefits under the Plan (such as a beneficiary). A document, record, or other information will be considered relevant to a claim if it:

- was relied upon in making the benefit determination;
- was submitted, considered, or generated in the course of making the benefit determination, without regard to whether it was relied upon in making the benefit determination;
- demonstrated compliance with the administrative processes and safeguards designed to ensure and to verify that benefit determinations are made in accordance with Plan documents and Plan provisions have been applied consistently with respect to all claimants; or
- constituted a statement of policy or guidance with respect to the Plan concerning the denied treatment option or benefit.

The Plan may offer additional voluntary appeal and/or mandatory arbitration procedures other than those described below. If applicable, the Plan will not assert that you failed to exhaust administrative remedies for failure to use the voluntary procedures, any statute of limitations or other defense based on timeliness is tolled during the time a voluntary appeal is pending; and the voluntary process is available only after exhaustion of the appeals process described in this section. If mandatory arbitration is offered by the Plan, the arbitration must be conducted instead of the appeal process described in this section, and you are not precluded from challenging the decision under ERISA §501(a) or other applicable law.

ARTICLE IX GENERAL INFORMATION ABOUT THE PLAN

There is certain general information that you may need to know about the Plan. This information has been summarized for you in this Article.

The full name of the Plan is City of Plainwell 457 Program.

This Plan was originally effective on May 28, 1986. The amended and restated provisions of the Plan become effective on October 1, 2020.

The Plan's records are maintained on a twelve-month period of time. This is known as the "Plan Year." The Plan Year begins on January 1 and ends on December 31.

Valuations of the Plan are generally made daily.

The Plan will be governed by the laws of Michigan.

Employer Information

Your Employer's name, address, business telephone number, and identification number are:

City of Plainwell
211 North Main Street
Plainwell, Michigan 49080
(269) 685-6821
38-6004724

Administrator Information

The Employer is the Plan Administrator. The Plan Administrator is responsible for the day-to-day administration and operation of the Plan. For example, the Administrator maintains the Plan records, including your account information, provides you with the forms you need to complete for Plan participation and directs the payment of your account at the appropriate time. If you have any questions about the Plan and your participation, you should contact the Administrator. The Administrator may designate other parties to perform some duties of the Administrator, and some duties are the responsibility of the investment provider(s) to the Plan.

The Administrator has the complete power, in its sole discretion, to determine all questions arising in connection with the administration, interpretation, and application of the Plan (and any related documents and underlying policies). Any such determination by the Administrator is conclusive and binding upon all persons.

Plan Funding Medium

All money that is contributed to the Plan is held in custodial accounts and annuity contracts.

The Plan's Trustees are:

Erik J. Wilson, Trustee
Sandra K. Lamorandier, Trustee
Brian Kelley, Trustee

211 North Main Street
Plainwell, Michigan 49080
(269) 685-6821

The Trustees shall collectively be referred to as Trustee throughout this summary.



"The Island City"

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

TO: Erik J. Wilson, City Manager
FROM: Brian Kelley, City Treasurer
DATE: August 24, 2020
SUBJECT: City Hall Postage Meter

ACTION RECOMMENDED: The City Council should consider accepting the quote from Quadient (formerly Neopost) for a 60-month lease of a IX5 AF postage meter at a total cost of \$8,587.20.

The city currently leases a small postage meter from Pitney Bowes for \$30.05 per month. This postage meter only puts postage on the mail and has reached the end of its useful life. The city has solicited quotes for upgraded and more robust postage meters.

Quotes from three companies were solicited. The city recommends a more robust postage meter that will allow automatic feeding and sealing of the envelope as both are manual processes at this time. Each of the companies quotes machines that would provide the services the city seeks. The tabulation of the quotes is attached. The city recommends a 60-month lease with Quadient (formerly Neopost) at a monthly cost of \$143.12, with a total lease commitment of \$8,587.20.

The city will immediately realize cost savings in the form of substantially less staff time devoted to manually sealing and stamping the envelopes. In addition, the city currently pays a \$240 annual fee for a permit with the United States Postal Service for its utility and tax billing, which will no longer be needed, as the benefits of that permit are no longer needed. The cost of postage meter will basically replace the monthly cost of the City Hall copier lease which was paid off in April 2020. The funds will be included in the General Fund budget.

Attachments: Quote tabulation and related documents.

CITY OF PLAINWELL
 ANALYSIS OF POSTAGE METER OPTIONS

COMPANY	MODEL	SPEED	SEALS ENVELOPE	AUTOMATI C FEEDING	MONTHLY LEASE	LEASE TERMS (MONTHS)
Quadient (formerly Neopost)	iX-5 AF	110 / m	✓	✓	143.12	60
FP Mailing Solutions	Vision 5	50 / m	✓	✓	206.00	36
Pitney Bowes	C500	95 / m	✓	✓	189.00	63

The logo for Plainwell, featuring the name in a black, cursive script font.

MI



© 2019 by Plainwell, MI

BUSINESS CASE

Mailing Solution

Prepared for: **Quadient**

Proposal date: **7/29/2020**

Valid until: **9/29/2020**

Submitted by: **Matthew Delaney**
Quadient (formerly Neopost)
Central District
(248) 345-3361
M.Delaney@Quadient.com

The logo for Quadient, with the word "quadient" in a lowercase, sans-serif font. The letter "i" is stylized with a red dot and a red vertical bar extending upwards.



Product Overview



iX-5 AF MAILING SYSTEM

A compact and efficient
automatic-feed mail
processing solution

Key Capabilities

- Intuitive control panel with a color screen and shortcut keys for your most-used rates and imprints
- Quiet inkjet printing with convenient low-ink alerts sent automatically via email
- Meets the latest Intelligent Mail Indicia (IMI) and Dimensional Weighing (DIM) USPS® requirements
- Automatic feeding of postcards, letters or large envelopes up to 1/2" thick
- Dependable envelope sealing that secures the contents of your mail pieces
- Weigh platform auto-adjusts the postage amount for extra-thick envelopes or boxed packages
- Integrated postage label dispenser for easy processing of bulky letters and large envelopes
- Reach productivity levels as high as 110 metered letters per minute
- Safeguard your stored postage with PIN code access for each of your operators
- Track pieces processed and postage used for 100 or more accounts/departments
- LAN or wireless connection to refill postage instantly and update postal rates automatically
- Download artwork to print onto your mail pieces – use our free library or create your own
- Uploads postage usage data to your Myquadient online account for quick and easy analysis
- Download postage anytime and pay for it later using Quadient Postage Funding



Financial Considerations

State of Michigan Pricing

- IX-5 AutoFeed Mailing System
- NeoShip USPS shipping
- Sealing
- Meter
- Maintenance

Cost Summary

Valid Until: July 30

01	60-month lease	\$143.12 per month
02	Freight, delivery & installation	Included
03	Meter rental	Included
04	Equipment maintenance	Included
05	Software license & support	Included

Total Monthly Cost

\$143.12 per month



Quadient at a Glance

We help companies build powerful connections with their customers. **Because connections matter.**



LOCAL PARTNER

200+ U.S. Locations providing unmatched accessibility and responsiveness.



EXPERTISE

8 billion interactions facilitated annually.



PROVEN RESULTS

96% customer satisfaction rate. \$1.2B sales in 2018, 44% from North America.



BACKED BY THE EXPERTS

Gartner, Forrester, and Aspire.



EXPERIENCE

Market-leading technology for 95 years. 800,000 customers across 90 countries.



GLOBAL REACH

5,600 employees in 32 countries.

Portfolio



Customer Experience Management

Omnichannel software that delivers compliant and meaningful customer interactions.



Business Process Automation

Digital solutions that streamline document production processes and departmental workflows.



Mail-Related Solutions

Hardware and software that power accurate and efficient physical communications.



Parcel-Related Solutions

Advanced systems that automate inbound parcel management and optimize shipping.

Business Impact

Delivering measurable process improvements to advance your key business objectives, including:



Customer Engagement

Improve acquisition, satisfaction and retention



Revenue Growth

Increase sales, market share and profit



Risk Mitigation

Enhance security and regulation compliance



Expense Control

Maximize productivity and reduce costs

Customer

Organization	Plainwell		
DBA			
Address	211 N. Main St.		
City State Zip	Plainwell	MI	48090
Phone	(269) 685-6821	Fax	

Purchase Order - Lease

NASPO/ValuePoint Contract #: ADSPO 16-169901
 and / or
 State Participating Addendum (PA) #:
 171180000000009 (MI)

Vendor

Company Name	Mail Finance, Inc.	FEDERAL ID#	94-2984524
Attention	Government Sales	DUNS#	150836872
Address	478 Wheelers Farms Rd		
City State Zip	Milford	CT	06461
Phone	(866) 448-0045	Fax	(203) 301-2600

Ship To

Organization	Plainwell		
Attention	Amanda Kersten		
Address	211 N. Main St.		
City State Zip	Plainwell	MI	48090
Phone	(269) 685-6821	Email	akersten@plainwell.org

P.O. Number	P.O. Date	Requisitioner	Shipped Via	F.O.B. Point	Terms
			Ground	Destination	Quarterly Invoicing

QTY	Unit	Description	Unit Price	Total
60	Months	Lease Payment	\$143.12	\$8,587.20

Lease payment specified above for products listed below includes, as applicable, reduced price equipment maintenance to reflect first year free, meter rental, meter resets, postal rate changes, software license/support/subscription fees, delivery, installation, and operator training.

Products

QTY	Product ID	Description
1	IX5AF	IX-5 Series Base w/ Autofeeder, Sealer, Catch Tray & Ink Cartridge
1	IXWP5	IX Series 5 lb Weighing Platform
1	ICMFP-1	Desktop Solution - Power Conditioning Line Filter

- Order is governed under the terms and conditions of the NASPO/ValuePoint Master Price Agreement Contract Number ADSPO16-169901. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Payments will be sent to:
 Mail Finance Inc.
 Dept 3682
 PO Box 123682
 Dallas TX 75312-3682
- Send all correspondence to:
 Mail Finance Inc.
 478 Wheelers Farms Rd
 Milford CT 06461

 Authorized by Date

 Print Name Title

Brian Kelley

From: Amanda Kersten
Sent: Thursday, July 30, 2020 4:44 PM
To: Brian Kelley
Subject: FW: FP POSTAGE METER ORDER
Attachments: PVS3A 3yr \$45 per month First 6 Months Free.pdf; PVS5A 3yr \$60 per month First 6 Months Free.pdf

The options included in the attachments are not fully automated...

From: Tim Grzybek [mailto:tgrzybek@fp-usa.com]
Sent: Wednesday, July 29, 2020 10:38 AM
To: Amanda Kersten
Subject: FP POSTAGE METER ORDER

CAUTION: External Email!

Amanda,

Per our telephone conversation today, see 2 attachments and pricing for our 2 PostBase VISION postage meters with envelope sealers with built-in scales which has the easy-to-read color touch screen and is whisper quiet too

And with the promotion we have going on now I can give you the first 6 months free (which means you don't pay on our meter til 2021)

There is no money down to get started and once place the order, we send the meter to you and we cover all service and maintenance at no extra charge

Remember there is a 5 cent discount on every First-Class letter and a \$1.25 discount for each certified mail piece that you do using a postage meter

The Fully Automatic Version of the PostBase VISION 5 processing 50 pieces per minute is \$206 per month on a minimum 3 year term

TIM GRZYBEK | NATIONAL SALES CONSULTANT

FP MAILING SOLUTIONS 140 N Mitchell Court, Suite 200, Addison, IL 60101

Office: 630-827-5807 Fax: 800-884-6905

Email: tgrzybek@fp-usa.com | Web: www.fp-usa.com

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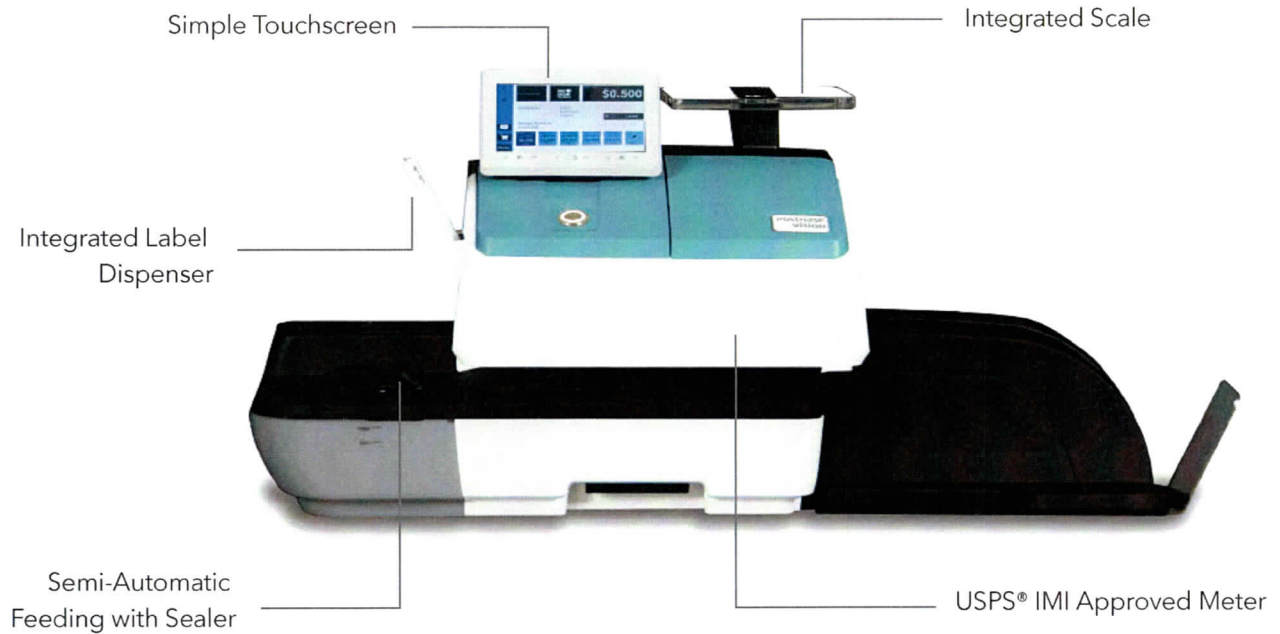
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PostBase™ Vision

Stylish. Secure. Connected.

PostBase™ Vision embodies a modern, award winning design that integrates perfectly into any office environment. It is as functional as it is stylish. Meticulously engineered with users in mind, this mailing system is intuitive and simple to use with a large color touchscreen so that any operator can process mail with ease. It is whisper quiet and comes in five designer colors to best suit the style of your office.



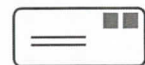
Multi-Connectivity

Connected via LAN or built-in Wi-Fi, your system will always be up to date and compliant with USPS® rates.

discoverFP

discoverFP

Full online management of your mailing system, support and access to FP digital products and services available online.



Postal Services

Full selection of USPS® rates. Custom shortcuts and rate wizard allows easy and accurate selection.



Features

	S3	S5
5" color touchscreen	Yes	Yes
Motorized, tilting display	Yes	Yes
Semi-automatic envelope feeding	Yes	Yes
Processing speed (up to)	35 lpm	50 lpm
Integrated scale capacity	5 lbs.	10 lbs.
DIM rating capability	Yes	Yes
Rate wizard for USPS® postal products	Yes	Yes
Automatic USPS® postal rate updates	Yes	Yes
Integrated postage tape dispenser	Yes	Yes
Secure PIN protection	Yes	Yes
Custom rate shortcuts	6	10
Custom printable envelope graphics	30	30
Printable text messages or QR codes	12	12
Incoming mail "received" printing	Yes	Yes
Easy ink replacement	Yes	Yes
LAN and built-in Wi-Fi connectivity	Yes	Yes
Connected to discoverFP	Yes	Yes



FP is a proud partner of NBCF®



For every pink PostBase™ sold, FP Mailing Solutions will donate 5% of proceeds to the National Breast Cancer Foundation to support Breast Cancer Awareness.

Specifications

Dimensions	17.9"L x 15.4"D x 11.3-12.9"H
Expandable Catch Tray Length	12.6"-17.5"
System Weight	22 lbs.
Maximum Envelope Thickness	.40"
Media Sizes	3.5" x 5" to 10" x 14"

Options

Envelope sealer
 Differential weighing scale
 Integrated scale capacity upgrade to 10 or 15 lbs.
 Large platform 70 lb. external PostBase™ scale
 Cost accounts/departments - 250
 Vision360 analytics and reporting
 Choose from 5 designer colors - Satin Steel std.
 FP Parcel Shipping online shipping software
 FP Parcel Shipping 10 lb. or 70 lb. USB scale
 4x6" Shipping label printer



Satin Steel - Cashmere Blue - Marble White - Sahara Gold - NBCF® Pink

Learn more at: www.fp-usa.com/vision



BR1903

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FP Mailing Solutions
 140 N. Mitchell Ct, Ste 200
 Addison, IL 60101-5629
 Tel: 630.827.5807
 www.fp-usa.com

Customer Agreement

CUSTOMER INFORMATION

Billing Address	
Customer:	
Department:	
Street:	
City:	County:
State:	Zip:
Tel:	Fax:
E-mail:	
Contact Name:	
Deliver To: <input type="checkbox"/> Dealer <input checked="" type="checkbox"/> Customer <input type="checkbox"/> Fulfilled from Dealer Inventory	
<input type="checkbox"/> Existing Customers Only: check box if Billing Address has changed.	

Shipping & Installation Address (if different than Billing)	
Customer:	
Department:	
Street:	
City:	County:
State:	Zip:
Tel:	Fax:
E-mail:	
Contact Name:	
Mailing Address: <input type="checkbox"/> Same as Billing	
<input type="checkbox"/> Existing Customers Only: check box if Shipping & Install Address has changed.	

RENTAL INFORMATION

Quantity	Item #	Item Description	Monthly Rate	Rental Billing Delivery (select one)
1	PVS5A	PostBase Vision S5 Package	included	<input type="checkbox"/> Electronic Billing
1	PMANSEAL	PostBase Envelope Sealer	included	<input checked="" type="checkbox"/> Paper Billing
1	PVCOLORBGRY (Satin Steel)	PostBase Vision Color	included	Rental Billing Frequency (select one)
1	UNL	Unlimited Resets	included	<input type="checkbox"/> Annual Billing
1	RGPOST	PostBase RateGuard	included	<input type="checkbox"/> Semi-Annual
				<input checked="" type="checkbox"/> Quarterly Billing
	((SPECIAL))	First 6 Months Free	included	Note: If a payment option is not selected, FP will default to Quarterly Paper Billing.
Term of Contract: 42 months*		Total Monthly Payment	\$60	

Terms and Conditions: By signing below, I hereby acknowledge and agree that FP's standard shipping rates and the additional terms and conditions available on the FP website at www.fp-usa.com/terms-conditions are applicable to, and incorporated by reference into, this agreement. (If you do not have access to the internet, please contact FP directly at 800.341.6052 and we will provide you with a copy for your records.) * 36 Month Initial Term will apply unless otherwise indicated above.

CUSTOMER ACCEPTANCE (please complete all fields)

Customer Acceptance of Terms		Dealer Information	
Print Name of Authorized Representative:		Selling Dealer Name: FP Mailing Solutions Dealer #: 4960	
Tel:		Address: 140 N Mitchell Ct Suite 200 Addison, IL 60101	
Tax ID:	State:	Tel: 630.827.5807	Fax: 800.884.6905
Authorized Signature: X		Sales Representative Name: Tim Grzybek	
Date:		Servicing Dealer Name: _____ Svc. Dealer #: _____	

DEALER & INTERNAL USE ONLY

<input checked="" type="checkbox"/> New Customer <input type="checkbox"/> Upgrade / Model Change <input type="checkbox"/> Renewal (no change of equipment) <input type="checkbox"/> Coterminal Add-On: _____ <input type="checkbox"/> Change of Ownership Existing Account No.: _____	<input type="checkbox"/> Lease Company: _____ <input type="checkbox"/> Major Account: _____ <input type="checkbox"/> GSA / State Contract No.: _____ Master Billing Acct. No.: _____ Master Postage Acct. No.: _____	Promo Code: _____ Package Code: PVS5A <input type="checkbox"/> Price or Terms Exception Approval (Form Attached) <input type="checkbox"/> USPS@ Location: (CPU Letter Attached) <input type="checkbox"/> Tax-Exempt (Certificate Attached)
--	--	---

Brian Kelley

From: Amanda Kersten
Sent: Thursday, July 30, 2020 4:34 PM
To: Brian Kelley
Subject: FW: Pitney Bowes

The first one shown below is comparable to what we currently have. She has included as reference to current pricing.

The second one is what is now offered in place of what Gun Plain has.

From: Charlene Hunt [mailto:charlene.hunt@pb.com]
Sent: Wednesday, July 29, 2020 11:22 AM
To: Amanda Kersten
Subject: RE: Pitney Bowes

CAUTION: External Email!

Hello Amanda,

I am updating the quotes on the semi-automatic feed meter based on your features now needed, we have a discounted semi-automatic feed meter the C200 that we talked about this morning that looks like it would be a good fit.



C-lite- 40 letters per minute, 5lb scale, 100 Cost Accounts, self-install, online USPS rates only-**NO label printer.**

Lease term in months:	39	51	63
Monthly meter cost	\$89	\$75	\$69

Automatic feed put the stack down and the meter does the rest!
C500 5lb scale, full tip sealer, 100 basic account tracking, installed, online account called Sendpro to create shipping labels at discounted commercial USPS postage rates using your own networked printer.



Printer in picture not included in pricing due to our conversation.

[SendPro C Auto Video \(US English\)](#)

Lease term in months:	39	51	63
Monthly meter cost (95 lpm)	\$265	\$198	\$189

Charlene Hunt, Senior Solutions Consultant
 Pitney Bowes, SendTech
 1313 North Atlantic Ave | Spokane, WA 99201-2303 USA
 O: 866.581.1234 ext 5055 | F: 203. 617.6759 | www.pb.com
Charlene.hunt@pb.com
 Stamford, CT 06926

****For the fastest resolution on Billing Issues or questions – please go to [YOUR ACCOUNT](#). This will ensure your questions are routed to the appropriate party who can answer or resolve your issue. ****
Instructional Navigation Video on how to use “Your Account” Website: [Click here to view](#).

Customer Support Phone Numbers

Connect Plus, Pseries, Sendpro Cseries, Tech Support Help Line: 877-213-7284
 Lease/Rental Billing, Mailstation tech support, Postage by Phone/Purchase Power: 844-256-6444
 SendPro Online, tech support and billing: 877-822-0996
 Supplies Order: 855-350-2949
 Your Account /Web Support: go to: www.pb.com/myaccount or call 844-256-6444



pitney bowes

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From: Charlene Hunt
Sent: Monday, February 24, 2020 6:04 AM



"The Island City"

MEMORANDUM

211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282

TO: Erik J. Wilson, City Manager
FROM: Brian Kelley, City Treasurer
DATE: August 20, 2020
SUBJECT: Encumbrance Rollover from 2019/2020 to 2020/2021 budget

ACTION RECOMMENDED: The City Council approve a budget amendment for the 2020/2021 budget in order to appropriate a prior year encumbrance into the current fiscal year.

An encumbrance reserves funds when a contract or purchase order is approved. The encumbrances also commit an equivalent budget amount for an expenditure line item. All prior year encumbrances reserved for obligations of materials and/or services that have not yet been delivered by year-end are to be closed in the prior year and reopened (carryover) in the current fiscal year. Annually, the budget appropriations for these obligations are moved from the prior fiscal year into the current fiscal year (2019/2020), allowing for the funds on these encumbrances to be expended in the current fiscal year.

City staff recently reviewed a listing of the outstanding encumbrances as of June 30, 2020 and determined those encumbrances that require re-appropriating into the current fiscal year in order to complete the purchases or services as intended. Upon review, seven (7) encumbrances are being brought forth for rollover:

- PO 5437 – Hopkins Burns Design Studio – Architectural Engineering Services - \$ 4,229.18**
Account Code 443-970-972.000
- PO 5438 – Robert Darvas Associates PC – Structural Engineering Services - \$ 4,052.64**
Account Code 443-970-972.000
- PO 5444 – CDW-G – City Hall Mail Server – \$ 3,790.25**
Account Code 401-970-971.000
- PO 5449 – Signature Ford Inc. – 2020 Ford Interceptor Patrol Vehicle – \$36,389.00**
Account Codes 661-970-971.000
- PO 5461 – Waterway of Michigan LLC – Annual Hose Testing - \$ 2,603.07**
Account Code 101-336-930.000
- PO 5465 – H&H Auto Body LLC – Patrol Vehicle Repairs Hail Damage - \$ 7,133.61**
Account Code 661-000-930.020
- PO 5475 – Aerzen USA Corporation – Service & Oil Leak Blowers – \$ 5,093.48**
Account Codes 590-540-930.000

Approving the request for this budget amendment will ensure that work on existing obligations will continue and that there will be no impact on services planned for the current fiscal year. There is no impact to the city for rolling over prior year encumbrances. These funds have already been budgeted in prior year and were considered reserved and unavailable for purposes of the current fiscal year budget. The total amount being rolled over is \$ 63,291.23.

08/20/2020 01:10 PM
User: BKELLEY
DB: Plainwell

Purchase Order Report FOR CITY OF PLAINWELL
Status: Open & Partial
Post Dates From 01/01/1901 To 06/30/2020

PO NUMBER	PO STATUS	PO TYPE	REQUIRED DATE	DATE POSTED	AMOUNT	PO BALANCE	VENDOR INFORMATION
000005437	Partial	Regular	12/15/2019	11/25/2019	49,500.00	4,229.18	003002 HOPKINS BURNS DESIGN STUDIO Contact: Phone:
BKELLEY		443 PUBLIC WORKS					
ARCHITECTURAL SERVICES FOR		DEMOLITION OF BLIGHTED BUILDINGS					
000005438	Partial	Regular	12/15/2019	11/25/2019	29,500.00	4,052.64	005021 ROBERT DARVAS ASSOCIATES PC Contact: Phone:
BKELLEY		443 PUBLIC WORKS					
STRUCTURAL ENGINEERING FOR		PHASED PARTIAL DEMOLITION					
000005444	Partial	Regular	01/01/2020	12/23/2019	6,540.00	3,790.25	002018 CDW-G Contact: Phone:
BKELLEY		200 CITY ADMINISTRATION					
CITY HALL MAIL SERVER HARDWARE							
000005449	Open	Regular	01/28/2020	01/27/2020	36,389.00	36,389.00	001755 SIGNATURE FORD INC Contact: Phone:
Bill		301 PUBLIC SAFETY - POLICE DIVISION					
2020 FORD UTILITY POLICE VEHICLE							
000005461	Open	Regular		04/09/2020	2,603.07	2,603.07	002642 WATERWAY OF MICHIGAN LLC Contact: Phone:
Bill		336 PUBLIC SAFETY - FIRE DIVISION					
ANNUAL FIRE HOSE TESTING							
000005465	Partial	Regular		04/29/2020	22,178.23	7,133.61	002123 H & H AUTO BODY LLC Contact: Phone:
BKELLEY		200 CITY ADMINISTRATION					
PUBLIC SAFETY & PUBLIC WORKS VEHICLE REPAIRS - STORM DAMAGE							
000005475	Open	Regular	06/09/2020	06/08/2020	5,093.48	5,093.48	004173 AERZEN USA CORPORATION Contact: Phone:
Bryan		540 PUMPING & TREATMENT					
PM SERVICE AND OIL LEAK ON		PLANT BLOWERS 20000 HRS					
Grand Totals:		7			151,803.78	63,291.23	



PLAINWELL PUBLIC SAFETY

Police, Fire and Medical First Responder Services

MONTHLY REPORT

July 2020

Prepared by Director Bill G. Bomar

BB

Plainwell Department of Public Safety

Scheduled Hours By Activity for July 2020

The categories listed below are based on law enforcement related activities and the hours that scheduled road patrol personnel spend in the 4 major areas.

TOTAL ROAD PATROL HOURS SCHEDULED FOR THE MONTH

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

Total Hours

918

Percentage of Total Hours

Totals of all the below mentioned areas.

HOURS SPENT INVESTIGATING OR HANDLING CRIMINAL COMPLAINTS

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

77

8.37%

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

HOURS SPENT INVESTIGATING OR HANDLING NON-CRIMINAL COMPLAINTS

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

248

27.05%

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

HOURS SPENT ON SUPPORT OR PERIPHERAL ACTIVITIES

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

325

35.44%

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

TOTAL UNOBLIGATED PATROL HOURS

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

268

29.14%

Examples include: General Preventive Patrol, Building Security Checks, Etc.

Note: This also includes any break time the officers take during their shift.

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

It is recommended by the International Association of Chiefs of Police (IACP) that no more than 65% to 70% of an officers time on duty, be obligated to complaints, investigations, activities or assigned responsibilities. The rationale behind this is to assure that officers are available for emergencies without unreasonable delay and provide for preventive and traffic patrol duties.

651

70.86%

Plainwell Department of Public Safety

Complaints/Activities for July 2020

ARRESTS

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

TRAFFIC ENFORCEMENT & CITATIONS

HAZARDOUS CITATIONS	15	<i>Uniform Law Citations issued by officers to individuals for moving traffic violations. (Drag racing, Speeding, etc.)</i>
NON-HAZARDOUS CITATIONS	6	<i>Uniform Law Citations issued by officers to individuals for NON-moving traffic violations. (Registration, Equipment, Etc.)</i>
DRUNK DRIVING CITATIONS	2	<i>This is an activity that we specifically monitor that would normally be considered a hazardous citation.</i>
PARKING CITATIONS		<i>Citations issued in violation of city ordinance. This would include Overnight Parking, Time Limitation Parking, etc.</i>
VERBAL WARNINGS	15	<i>Traffic enforcement where no citation was issued but warnings were given.</i>
TOTAL TRAFFIC CITATIONS/WARNINGS	38	

COMPLAINTS

ORIGINAL DISPATCH COMPLAINTS	7	<i>Complaints that are call in or the officer is dispatched to by Allegan County Central Dispatch (911) or our business office.</i>
PATROL INITIATED COMPLAINTS	245	<i>Complaints observed by the officer while on patrol or came to their attention by personal observation.</i>
TOTAL COMPLAINTS	252	

OTHER ACTIVITIES

MOTORISTS ASSISTS	13	<i>Motorist contacts caused by mechanical breakdown or similar problem.</i>
PROPERTY INSPECTIONS	0	<i>Checks of homes or business specifically requested by a home or business owner.</i>
MOTOR VEHICLE ACCIDENTS	11	<i>Total motor vehicle accidents both on public roads or private property.</i>
COMMERCIAL BUILDING SECURITY CHECK	1,149	<i>Nightly security inspections of business' conducted by officers to assure windows and doors are locked.</i>
FOUND UNSECURED	218	<i>The number of business' found unlocked or unsecured.</i>

Classification of Crimes Reported

File Class	CRIMES AGAINST PERSON	July	Year to Date
900	Murder and Non-Negligent Manslaughter	0	0
1000	Kidnapping	0	0
1100	Sexual Assault	0	4
1200	Robbery	0	0
1300	Aggravated & Non-Aggravated Assault	6	36
PROPERTY CRIMES			
2000	Arson	0	0
2100	Extortion	1	1
2200	Burglary	2	6
2300	Larceny	2	33
2400	Motor Vehicle Theft	0	0
2500	Forgery/Counterfeiting	0	2
2600	Fraudulent Activities	3	14
2700	Embezzlement	0	0
2800	Stolen Property - Buying, receiving	0	0
2900	Damage to Property	3	11
3500	Violation of Controlled Substances Act	2	5
MORALS/DECENCY CRIMES			
3600	Sex Offenses (Other than Sexual Assault)	1	4
3700	Obscenity	0	1
3800	Family Offenses	0	6
4100	Liquor Violations	0	0
PUBLIC ORDER CRIMES			
4800	Obstructing Police - Offenses Which Interfere with Investigations	0	0
4900	Escape/Flight - Fleeing and Eluding a Officer's Custody	0	2
5000	Obstructing Justice	2	13
5200	Weapons Offenses	0	1
5300	Public Peace	2	42
5400	Traffic Investigations - Any Criminal Traffic Complaints	4	16
5500	Health and Safety	12	48
5600	Civil Rights	0	0
5700	Invasion of Privacy	5	11
6200	Conservation Law Violation	0	2
7300	Miscellaneous Criminal Offense	0	0
GENERAL NON-CRIMINAL			
9100	Juvenile/Minor/School Complaints	0	0
9200	Civil Custody	0	0
9300	Traffic Non-Criminal (Reports Only - Does not include Citations Issued)	17	71
9400	False Alarm Activation	4	17
9500	Fires (Other than Arson)	3	15
9700	Accidents, All Other	0	0
9800	Inspections, Unfounded FIRS	32	243
9900	General Assistance (All Except Other Police Agencies)	67	426
9911 & 9912	General Assistance (Other Police Agencies)	55	342
FIRS	Medical First Responder	29	177



July Reports for Plainwell Department of Public Safety

PRIORITY 1 ASSISTS OUTSIDE OF JURISDICTION

The Plainwell Department of Public Safety was dispatched to 55 calls for assistance outside the city limits of Plainwell by Allegan County Central Dispatch.

These calls were classified as priority 1 assists.

Fire Suppression/Call Out Incident Report

Date	Dispatch Time	Arrival Time	Location	Incident Type	Actions taken	Apparatus	PSO	POC
7/4/20	1142	1151	219 N. Main Street	River rescue	Search	T-63, S-62	2	4
7/5/20	2153	2157	320 Brigham Street	Accident	Medical	S-62	0	6
7/8/20	2315	0120	212 S. Woodhams	Accident	Manpower	E-11, E-17, T-63	2	7
7/9/20	1152	1154	208 E. Plainwell Street	Smoke	Investigate	Patrol	4	3
7/20/20	0846	0856	US 131	Accident	Manpower, traffic control	E-11, T-63	5	4
7/29/20	1631	1731	Allegan Street	Accident	Medical, traffic control	E-11, T-63, S-62	2	6

Calls for Service at Plainwell Schools

Plainwell High School: 2
684 Starr Road

Gilkey School: 0
707 S. Woodhams Street

Plainwell Middle School: 0
720 Brigham Street

Starr Elementary: 0
601 school Drive

Early Childhood Development: 0
307 E. Plainwell Street

Renaissance School: 0
422 Acorn Street

Admin, Maintenance & Bus Garage: 1
600 School Drive

Community Center: 1
798 E. Bridge Street

Water Renewal

Superintendent: Bryan Pond

July 2020



Significant Department Actions and Results

The plant blowers were inspected by a factory service representative at 20,000 hrs. of operating time. #1-2 blowers both were showing signs of main shaft bearing failure, shaft wear and seal failure. The work was approved by council to repair and both will be repaired.

Kim was going to write her entry level "D" waste water license but it was postponed a second time for later this year.

The plant asset management plan was submitted to EGLE as part of our permit requirements. The overall plan is in "good" condition; but is deficient in two areas a non- "working" work order program, and a incomplete asset management tracking system. There is a possibility our City BSA software can help with this.

Pending Items (including CIP)

Requested, none approved

Expenditure Summary/Issues

(budgeted)

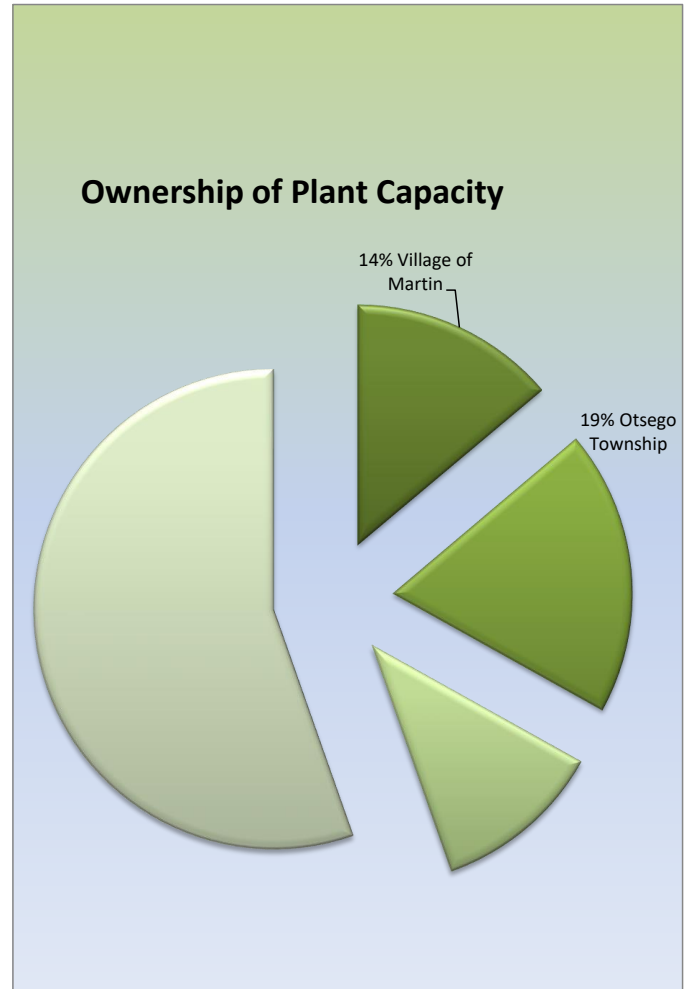
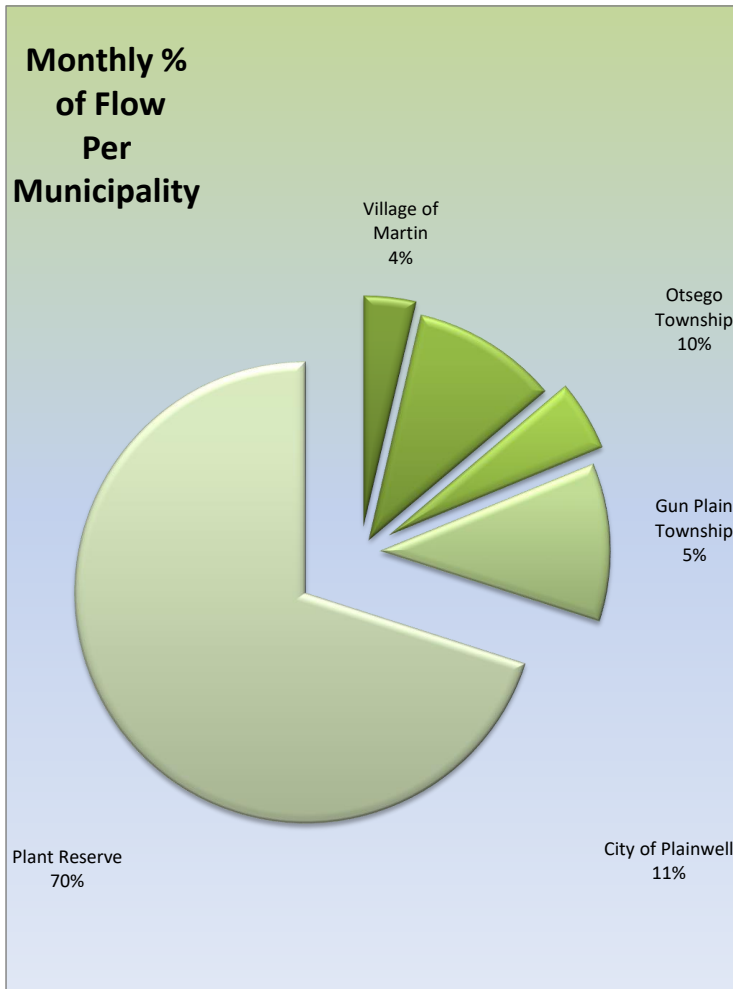
(completed)

\$0

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	904,117			
Gun River MH Park	559,000			
US 131 Motor Sports Park	650			
Total:	1,463,767			
AVG. DAILY:	41,822	180,000	77%	14%
Otsego Township	Total: 4,122,556			
	AVG. DAILY: 117,787	250,000	53%	19%
Gun Plain Township	Total: 1,457,000			
North Point Church	1,000			
North 10th Street	297,761			
Gores Addition	239,000			
AVG. DAILY	56,993	150,000	62%	12%
City of Plainwell	Total: 4490803			
	AVG. DAILY: 144864.63	720,000	80%	55%
Avg. Daily Plant Flow from entire service district	0.37			



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	10.69
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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	12
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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):

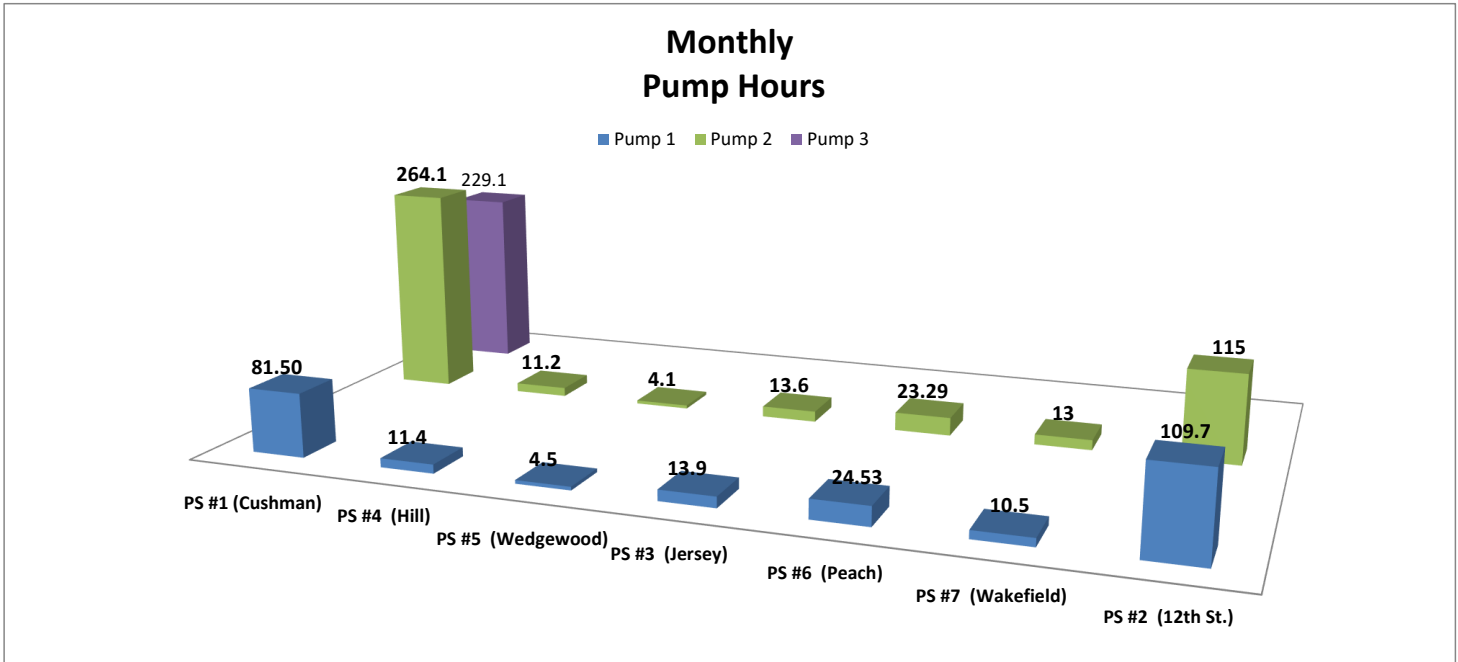
1.0 mg/l	0.45	0.43
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Controlling phosphorous discharges is a key factor in preventing eutrophication of surface waters. Eutrophication is caused by water enrichment of inorganic plant nutrients. Eutrophication negatively effects water bodies due to increases 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	3
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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.

08/20/2020

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
EXP CHECK RUN DATES 08/24/2020 - 08/24/2020
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: UBAP

Vendor Code	Vendor Name	Description	Amount
000002	AT&T - SBC		
	AUG-20	PHONES THROUGH 08/13/2020	1,303.02
TOTAL FOR: AT&T - SBC			1,303.02
000010	RIDDERMAN & SONS OIL CO INC		
	31550	AIRPORT FUEL 08/11/2020	39.55
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			39.55
000014	MICHIGAN GAS UTILIITIES CORP		
	JULY-20	GAS UTILITY THROUGH 08/07/2020	777.26
TOTAL FOR: MICHIGAN GAS UTILIITIES CORP			777.26
000035	APPLIED IMAGING		
	1586377.	CITY HALL COPIER USAGE 07/13/2020 TO 08/12/2020	197.99
TOTAL FOR: APPLIED IMAGING			197.99
000079	ALLEGAN COUNTY NEWS		
	3666	6/22/2020 COUNCIL SUMMARY	190.00
TOTAL FOR: ALLEGAN COUNTY NEWS			190.00
000111	AMERICAN WATER WORK ASSN		
	7001826359	AWWA MEMBERSHIP 10/01/2020 - 09/30/2021	350.00
TOTAL FOR: AMERICAN WATER WORK ASSN			350.00
000531	CUMMINS SALES AND SERVICE		
	S3-82097	DPS - KOHLER GENERATOR SERVICE ON 08/11/2020	512.74
TOTAL FOR: CUMMINS SALES AND SERVICE			512.74
000714	WEBB CHEMICAL SERVICE CORP		
	509710	WR FERRIC CHLORIDE	4,724.20
TOTAL FOR: WEBB CHEMICAL SERVICE CORP			4,724.20
000947	WYOMING ASPHALT PAVING INC.		
	2020-251	MATERIALS PURCHASED 07/31/2020	83.20
	2020-277.	YARD SALE MATERIALS W/E 08/07/2020	269.38
TOTAL FOR: WYOMING ASPHALT PAVING INC.			352.58
001043	BS&A SOFTWARE		
	131111.	WORK ORDER TRAINING MAY 12 AND 13, 2020	1,700.00
	131138.	WORK ORDER REMOTE TRAINING 07/31/2020	850.00
TOTAL FOR: BS&A SOFTWARE			2,550.00
001413	NORTH CENTRAL NCL OF WISCONSIN INC		
	442945.	WR LAB AUPPLIES - FILTER PAPER/SOLUTION/DESICCANT	941.73

TOTAL FOR: NORTH CENTRAL NCL OF WISCONSIN INC			941.73
001645	ALEXANDER CHEMICAL CORPORATION		
	27788	DPW - CONTAINER FEE (HELD PAST GRACE DAYS)	31.00
	27789	WR - CHARGE FOR CONTAINERS HELD PAST GRACE DAYS	79.00
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			110.00
001703	IACP		
	0121065.	IACP NET SUBSCRIBER DUES 10/01/2020 TO 09/30/2021	275.00
TOTAL FOR: IACP			275.00
001854	MODEL FIRST AID,SAFETY & TRAINING		
	00000126003	DPS - SAFETY SUPPLIES	98.86
TOTAL FOR: MODEL FIRST AID,SAFETY & TRAINING			98.86
001873	SCHANZ TIRE & AUTO SUPPLY INC.		
	151854	#75 MOWER TIRES (2) & TIRE REPAIR	86.00
TOTAL FOR: SCHANZ TIRE & AUTO SUPPLY INC.			86.00
002018	CDW-G		
	ZQB1329	DPS - CISCO ANYCONNECT	639.87
TOTAL FOR: CDW-G			639.87
002281	HOME DEPOT		
	2020.07	JULY 2020 STATEMENT	839.23
TOTAL FOR: HOME DEPOT			839.23
002292	WILLIAMS, VIRGIL		
	2020.08	AIRPORT - PRINTER RIBBON FOR FUEL MONITOR	16.41
TOTAL FOR: WILLIAMS, VIRGIL			16.41
002323	BELLE TIRE		
	35458619	CAR #3 TIRES (2)	337.00
TOTAL FOR: BELLE TIRE			337.00
002371	RENEWED EARTH INC		
	28617	YARD WASTE CONTRACT AUGUST 2020	1,250.00
TOTAL FOR: RENEWED EARTH INC			1,250.00
002402	STEENSMA LAWN & POWER EQUIPMENT		
	737905	WEED WACKER PARTS	24.86
	738379	#73 MOWER - BLADES	69.99
	740089	PART FOR WEEDWACKER	20.78
	740215	CHAINS 24IN, 14IN	52.41
TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT			168.04
002478	ENGINEERED PROTECTION SYSTEMS INC		
	A783462	FIRE SYSTEM MONITORING/TESTING 09/01/20 - 11/30/2	190.02
TOTAL FOR: ENGINEERED PROTECTION SYSTEMS INC			190.02
002582	PLAINWELL REDI MIX - COSGROVE ENTER		
	10473	AIRPORT	726.00

	10523	1ST & N MAIN ST	186.00
	10570	COOK PARK	315.00
	10572	CHART ST (NEAR BARBED WIRE CAFE)	408.00
TOTAL FOR: PLAINWELL REDI MIX - COSGROVE ENTER			1,635.00
<hr/>			
002650	FUEL MANAGEMENT SYSTEM/PACIFIC PRID		
	94583.	PUBLIC SAFETY FUEL THROUGH 08/15/2020	349.35
TOTAL FOR: FUEL MANAGEMENT SYSTEM/PACIFIC PRID			349.35
<hr/>			
002661	JIM KOESTNER INC		
	6027739	CAR #5 OIL CHANGE	36.81
TOTAL FOR: JIM KOESTNER INC			36.81
<hr/>			
002703	CONTINENTAL LINEN SERVICES INC		
	2020.07CH	JULY 22020 CH RUGS	47.02
	2020.07DPS	JULY 2020 DPS RUGS	44.36
	2020.07DPW	JULY 2020 DPW UNIFORMS/RUGS/MISC.	180.94
	2020.07WR	JULY 2020 WR UNIFORMS/RUGS	66.38
TOTAL FOR: CONTINENTAL LINEN SERVICES INC			338.70
<hr/>			
002787	ESPER ELECTRIC		
	21302	REPLACE FAILED VFD FOR DIGESTER WASTING PUMP	3,122.38
TOTAL FOR: ESPER ELECTRIC			3,122.38
<hr/>			
003036	ALLSHRED SERVICES		
	246952	SHREDDING SERVICES AUGUST 2020	58.35
TOTAL FOR: ALLSHRED SERVICES			58.35
<hr/>			
003061	CRA 200 ALLEGAN STREET LLC		
	2020.08	2013 REIMBURSEMENT AGREEMENT - 2020 SUMMER TA	11,216.78
TOTAL FOR: CRA 200 ALLEGAN STREET LLC			11,216.78
<hr/>			
004195	NIEBOER HEATING & COOLING		
	19229.	PUBLIC SAFETY DRAIN LINE MAINTENANCE	135.00
TOTAL FOR: NIEBOER HEATING & COOLING			135.00
<hr/>			
004220	US BANK EQUIPMENT FINANCE (COPIER)		
	421392382	SEPTEMBER 2020 DPW/WR COPIER	113.00
TOTAL FOR: US BANK EQUIPMENT FINANCE (COPIER)			113.00
<hr/>			
004241	GHD SERVICES INC		
	1073120	PROFESSIONAL SERVICES THROUGH 08/01/2020	19,582.13
TOTAL FOR: GHD SERVICES INC			19,582.13
<hr/>			
004807	OTIS ELEVATOR COMPANY		
	100400071389	MILL ELEVATOR MAINT SERVICE 09/01/20 - 11/30/20	140.22
TOTAL FOR: OTIS ELEVATOR COMPANY			140.22
<hr/>			
004812	FISH WINDOW CLEANING		
	2647.86873	WR WINDOW CLEANING	22.00
TOTAL FOR: FISH WINDOW CLEANING			22.00
<hr/>			

004837	MUNICIPAL WEB SERVICES		
	53878	JULY 2020 WEBSITE HOSTING	200.00
TOTAL FOR: MUNICIPAL WEB SERVICES			200.00

004855	PLAINWELL ACE HARDWARE		
	5844	PAINT BRUSHES - FIRE HYDRANTS	9.99
	5848	LIGHT BULB FOR WATER TOWER	17.99
	5851.	WR CLEANING SUPPLIES	55.32
	5863	AIRPORT - ROUNDUP POISON IVY	17.98
	5864	FURNACE FILTERS	9.98
	5879	DARROW PARK - HOSE REPAIR FOR SPRINKLER	11.98
	5916	GRASS FOR BANDSHELL	89.99
	5939	CLOROX BLEACH	3.59
TOTAL FOR: PLAINWELL ACE HARDWARE			216.82

004870	RIGHT WAY CONTROL (WEED MGT SPECIA)		
	1288	WR - FENCE LINE & INVASIVE SPECIES, WEEDS SPRAYED	750.00
TOTAL FOR: RIGHT WAY CONTROL (WEED MGT SPECIA)			750.00

004873	MLIVE MEDIA GROUP		
	0002592616	PUBLICATION OF EMERGENCY ORDINANCE	114.25
TOTAL FOR: MLIVE MEDIA GROUP			114.25

004875	TOTAL ENERGY SYSTEMS LLC		
	349203	KOHLER 125K GENERATOR REPAIR	3,694.17
TOTAL FOR: TOTAL ENERGY SYSTEMS LLC			3,694.17

004886	REPUBLIC SERVICES (RECYCLE)		
	0249-006817646	RECYCLING SERVICES AUGUST 2020	2,593.50
TOTAL FOR: REPUBLIC SERVICES (RECYCLE)			2,593.50

004891	PRAETORIAN DIGITAL		
	INV5266.	POLICE ONE ACADEMY ANNUAL RATE 10/01/2020 TO 09	396.00
TOTAL FOR: PRAETORIAN DIGITAL			396.00

004902	BLOOM SLUGGETT PC		
	20593.	LEGAL SERVICES JULY 2020	1,504.50
TOTAL FOR: BLOOM SLUGGETT PC			1,504.50

005015	CHECKALT-KLIK		
	162933	E-LOCKBOX FEES JULY 2020	140.25
TOTAL FOR: CHECKALT-KLIK			140.25

005038	BARNES & THORNBURG LLP		
	2369911.	LEGAL SERVICES JUNE 2020	513.00
TOTAL FOR: BARNES & THORNBURG LLP			513.00

005041	EVOQUA WATER TECHNOLOGIES		
	904552042	JULY 2020 ODOR CONTROL	300.00
TOTAL FOR: EVOQUA WATER TECHNOLOGIES			300.00

REFUND TAX	LYONS JEFFERY		

08/18/2020

2020 Sum Tax Refund 55-300-004-00

30.00

TOTAL FOR: LYONS JEFFERY

30.00

TOTAL - ALL VENDORS

63,151.71

INVOICE AUTHORIZATION

Person Compiling Report

Brian Kelley, City Clerk/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:

Amanda Kersten

Digitally signed by Amanda Kersten
DN: cn=Amanda Kersten, o=City of Plainwell, ou=City Hall, email=akersten@plainwell.org, c=US
Date: 2020.08.20 11:33:15 -04'00'

Insert Signature:

Brian Kelley

Digitally signed by Brian Kelley
Date: 2020.08.21 12:55:30 -04'00'

Bryan Pond, Water Renewal Plant Supt.

Bill Bomar, 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: 2020.08.20 14:31:53 -04'00'

Insert Signature:

Bill Bomar

Digitally signed by Bill Bomar
Date: 2020.08.20 13:06:18 -04'00'

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: 2020.08.20 12:49:23 -04'00'

Insert Signature:

Erik Wilson

Digitally signed by Erik Wilson
Date: 2020.08.21 12:36:43 -04'00'

08/20/2020

CHECK REGISTER FOR CITY OF PLAINWELL
CHECK DATE FROM 08/11/2020 - 08/21/2020

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank CBGEN Chemical Bank - General AP Account					
Check Type: EFT Transfer - Automatic Payments					
08/11/2020	CBGEN	1778(E)	SILVERSCRIPT INSURANCE COMPANY	AUGUST 2020 RETIREE PRESCRIPTION COVERAG	30.20
08/11/2020	CBGEN	1779(E)	SILVERSCRIPT INSURANCE COMPANY	AUGUST 2020 RETIREE PRESCRIPTION COVERAG	30.20
08/18/2020	CBGEN	1780(E)	CHEMICAL BANK	JULY 2020 CHEMICAL BANK SERVICE FEES	151.85
Total EFT Transfer:					212.25
Bank UBAP United Bank - General Checking					
Check Type: ACH Transaction - Property Tax Distributions					
08/14/2020	UBAP	160(A)	ALLEGAN COUNTY TREASURER	2020 SUMMER TAX COLLECTIONS W/E 08/08/20	389,123.47
08/14/2020	UBAP	161(A)	RANSOM DISTRICT LIBRARY	2020 SUMMER TAX COLLECTIONS W/E 08/08/20	55,712.19
08/21/2020	UBAP	162(A)	ALLEGAN COUNTY TREASURER	2020 SUMMER TAX COLLECTIONS W/E 08/15/20	178,120.58
08/21/2020	UBAP	163(A)	RANSOM DISTRICT LIBRARY	2020 SUMMER TAX COLLECTIONS W/E 08/15/20	25,874.38
Total ACH Transaction:					648,830.62
Check Type: EFT Transfer - Automatic Payments					
08/20/2020	UBAP	164(E)	UNITED BANK	UNITED BANK ACH FEES THROUGH 08/20/2020	57.50
Check Type: Paper Check - Manual Checks					
08/12/2020	UBAP	16307	CONSUMERS ENERGY	STREET & TRAFFIC LIGHTS THROUGH 07/31/20	3,500.49
08/12/2020	UBAP	16308	BS&A SOFTWARE	TIMESHEETS SOFTWARE PROJECT MANAGEMENT,	640.00
08/12/2020	UBAP	16309	CHARTER COMMUNICATIONS (SPECTRUM DPW/WR INTERNET THROUGH 08/31/2020		114.98
08/12/2020	UBAP	16310	US INTERNET	SECURENCE EMAIL FILTERING SERVICE 08/14/	70.00
08/18/2020	UBAP	16312	MICHIGAN GAS UTILIITIES CORP	GAS LINE DAMAGE FROM WATER MAIN REPAIR @	577.14
08/18/2020	UBAP	16313	CHARTER COMMUNICATIONS (SPECTRUM AIRPORT INTERNET THROUGH 09/06/2020		558.64
08/19/2020	UBAP	16314	STATE OF MICHIGAN	WATER TESTING - LEAD/COPPER TEST	26.00
Total Paper Check:					5,487.25

REPORT TOTALS:

Total of 15 Checks:

654,587.62

Less 0 Void Checks:

0.00

Total of 15 Disbursements:

654,587.62

Off Cycle Payment Authorization

Brian Kelley, City Clerk/Treasurer

I verify that I have reviewed the off-cycle payments listed above and to the best of my knowledge the listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Brian Kelley
Digitally signed by Brian Kelley
Date: 2020.08.20 14:55:32 -04'00'

Erik J. Wilson, City Manager

I verify that I have reviewed the off-cycle payments listed above and to the best of my knowledge the listing is accurate and complies with the City's purchasing policy.

Insert Signature:

Erik Wilson
Digitally signed by Erik Wilson
Date: 2020.08.21 12:35:05 -04'00'

Received

AUG 13 2020

City of Plainwell
Clerk/Treasurer's Office

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE GAS CUSTOMERS OF
MICHIGAN GAS UTILITIES CORPORATION
CASE NO. U-20240**

- Michigan Gas Utilities Corporation requests Michigan Public Service's approval for reconciliation of its gas cost recovery (GCR) plan and revenues for the 12-month period of April 1, 2019 through March 31, 2020.
- The information below describes how a person may participate in this case.
- You may call or write Michigan Gas Utilities Corporation, 899 S. Telegraph Rd., Monroe, MI 48161, 734-457-6137, for a free copy of its application. Any person may review the documents at the offices of Michigan Gas Utilities Corporation.
- A pre-hearing will be held:

DATE/TIME: **Thursday, September 10, 2020 at 9:00 AM**

BEFORE: **Administrative Law Judge Jonathan Thoits**

LOCATION: **Video/Teleconferencing**

PARTICIPATION: Any interested person may participate. Persons needing any assistance to participate should contact the Commission's Executive Secretary at (517) 284-8090, or by email at mpscedockets@michigan.gov in advance of the hearing. Instructions regarding participation will be filed in the docket.

AUG 12 2020

City of Plainwell

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Michigan Gas Utilities Corporation's (MGUC) July 31, 2020 application requesting the Commission's approval: 1) to reconcile its GCR costs and revenues, as well as reservation costs and revenues, for the 12 month period; 2) for MGUC to roll-in the cumulative over-recovered balance of \$1,496,619 into its 2020/2021 GCR plan reconciliation for GCR customers; and 3) to roll-in the cumulative under-recovered balance of (\$182,515) into its 2020/2021 GCR plan period reservation costs.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: michigan.gov/mpscedockets. Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: mpscedockets@michigan.gov. If you require assistance prior to e-filing, contact Commission staff at (517) 284-8090 or by email at: mpscedockets@michigan.gov.

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by September 3, 2020. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Michigan Gas Utilities Corporation's attorney, Paul M. Collins, One Michigan Ave., Ste. 900, Lansing, MI 48933.

The prehearing is currently scheduled to be held remotely by video conference or teleconference. Persons filing a petition to intervene will be advised of the process to participate in the hearing. However, the Commission will continue to evaluate whether the prehearing can be safely converted to an in-person hearing. Thus, all interested persons should monitor this docket prior to the prehearing for any potential changes to the format of the prehearing.

Any person wishing to participate without intervention under Mich Admin Code, R 792.10413 (Rule 413), or file a public comment, may do so by filing a written statement in this docket. The written statement may be mailed or emailed and should reference Case No. **U-20240**. Statements may be emailed to: mpscedockets@michigan.gov. Statements may be mailed to: Executive Secretary, Michigan Public Service Commission, 7109 West Saginaw Hwy., Lansing, MI 48917. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

Requests for adjournment must be made pursuant to Michigan Office of Administrative Hearings and Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

A copy of Michigan Gas Utilities Corporation's application may be reviewed on the Commission's website at: michigan.gov/mpscedockets, and at the office of Michigan Gas Utilities Corporation. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 284-8090.

The Utility Consumer Representation Fund has been created for the purpose of aiding in the representation of residential utility customers in various Commission proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 300, as amended, MCL 462.2 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6h et seq.; and Parts 1 & 4 of the Michigan Office of Administrative Hearings and Rules, Mich. Admin Code, R 792.10106 and R 792.10401 through R 792.10448.

July 28, 2020

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held as an online virtual conference September 29 - October 2, 2020. The League's "Annual Meeting" is scheduled for 3:00 pm on Tuesday, September 29. The meeting will be held for the following purposes:

1. Election of Trustees. To elect six members of the Board of Trustees for terms of three years each (see #1 on page 2).
2. Policy. A) To vote on the Core Legislative Principles document.

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by August 28, 2020.

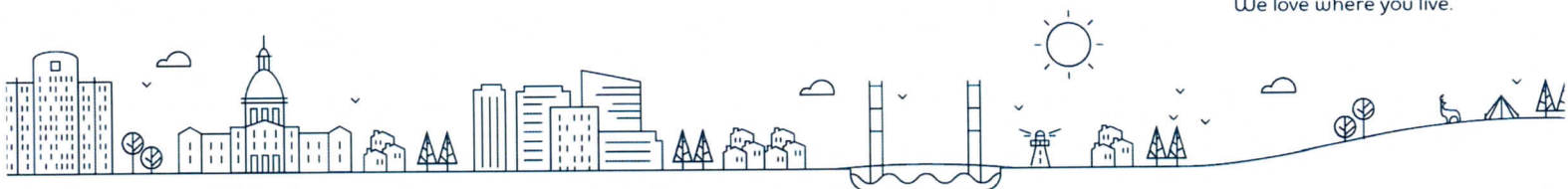
3. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> no later than August 28, 2020.

Voting Delegates must have access to a computer with reliable internet connection and a smartphone. Delegates will be sent login information and instructions the week of Convention.

We love where you live.



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

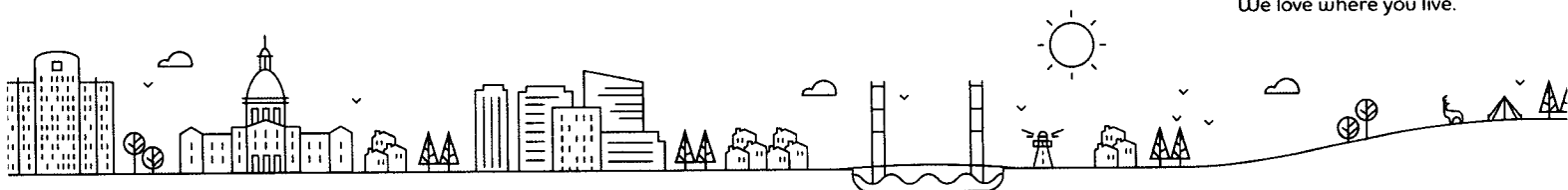
Regarding election of Trustees, under Section 5.3 of the League Bylaws, six members of the Board of Trustees will be elected at the annual meeting for a term of three years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus the deadline this year for the League to receive resolutions is **August 28, 2020**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, “Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof.”

We love where you live.



3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 29 for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,

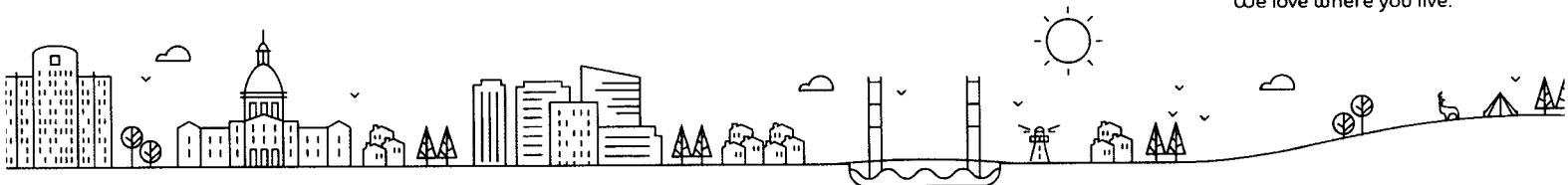


Brenda F. Moore
President
Mayor Pro Tem, City of Saginaw



Daniel P. Gilmartin
Executive Director & CEO

We love where you live.



Reports & Communications:

A. Brownfield – Melching Pay Estimate #1:

The city's general contractor for the Mill Demolition Project, Melching, Inc. has submitted Pay Estimate #1 in the amount of \$170,325.00.

Recommended action: Council will consider approving Pay Estimate #1 for Melching, Inc. in the amount of \$170,325.00 for Mill Demolition work.

B. Brownfield – Architectural Engineering Services Change Order:

On November 25, 2019, Council approved an architectural engineering service agreement with Hopkins Burns Design Studio for \$49,500. This work was related to pre-demolition activities. Now that we are actively demolishing this contract will allow for oversight to ensure all the work is in compliance with historical standards. Additionally, there is an allowance for structural design related to the southern wall of Building 3. We are still determining the feasibility of this change and it's possible this service will not be needed.

Recommended action: Consider approving a change order for \$12,610.00 for architectural engineering services for the Mill Demolition Project with Hopkins Burns Design Studio.

C. Administration – Changes to Retirement Plan Providers – Resolution 2020-20

The city's 401(a) and 457 retirement plans are currently administered by CUNA Mutual. For some time, the city's administration and financial advisors have been comparing costs and other benefits associated with other administrators. The administration identified Nationwide as offering the most comprehensive investment options which will benefit the employees in the long-term. The retirement plans have been updated to identify Nationwide as the administrator. Nationwide and the city will work to educate each employee on the benefits and parameters of the new system. **The proposed resolution names the City Manager, Personnel Manager and City Treasurer as trustees.**

Recommended action: Council should consider adopting Resolution 2020-20 to approve changes to the city's 401(a) and 457 retirement plans to be administered by Nationwide.

D. Administration – Postage Meter Replacement

The city currently leases a small postage meter from Pitney Bowes for \$30.05 per month. This meter has reached the end of its useful life. The administration sought proposals from three (3) companies for upgraded postage meters. The new postage meter will automatically seal and feed the envelopes, which will save substantial staff time when posting envelopes. Quadient, formerly Neopost, offers a Mi-Deal state contract discount, making theirs the lowest monthly cost for the upgraded postage meter.

Recommended action: Council should consider approving a 60-month lease with Quadient (formerly Neopost) for an IX5 AF postage meter at an average annual cost of \$1,717.44.

C. 2020/2021 Budget Amendment – Encumbrance Rollover:

This is an annual housekeeping item to move purchases approved and budgeted for in the 2019/2020 fiscal year into the 2020/2021 budget because the purchases will be completed after July 1, 2020.

Recommended action: Consider approving the budget amendment as presented.

Reminder of Upcoming Meetings

- August 27, 2020 – Allegan County Board of Commissioners – 1:00pm
- September 2, 2020 – Plainwell Planning Commission – 7:00pm
- September 8, 2020 – Plainwell DDA/BRA/TIFA Board – 7:30am
- September 14, 2020 – Plainwell City Council – 7:00pm

Non-Agenda Items / Materials Transmitted

- Notice of Public Hearing – Michigan Gas Utilities – September 10, 2020 9am
- Notice of Michigan Municipal League Annual Meeting – September 29, 2020 3pm