

# City of Plainwell



Rick Brooks, Mayor  
Lori Steele, Mayor Pro-Tem  
Brad Keeler, Council Member  
Todd Overhuel, Council Member  
Roger Keeney, 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](http://www.plainwell.org)

“The Island City”

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## AGENDA City Council – Monday April 10, 2017 7:00 PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary – 03/13/2017 Regular Meeting.**
6. **General Public / County Commissioner Reports / Presentations**
7. **Agenda Amendments**
9. **Mayor's Report**
10. **Recommendations and Reports:**
  - A. **Resolution 17-12 – Arbor Day**  
Council will consider setting Monday, April 24, 2017 as Plainwell Arbor Day.
  - B. **WR Cleaning and Painting - Secondary Pump Room**  
Council will consider approving a project with Modernistic Restoration to clean and paint the secondary pump room for \$4,871.
  - C. **DPW Roof Repairs at City Hall and the Mill**  
Council will consider approving a roof repair project at City Hall and the Mill with Carlyle Roofing for \$8,855.
11. **Communications:** The March 2017 Fund Balance Report, the March 2017 Investment Report, the March 2017 Water Renewal Report, the DDA-BRA-TIFA Minutes from 02/14/2017 and 03/14/2017, and the Parks & Trees Minutes from 02/16/2017 and 03/16/2017.
12. **Accounts Payable - \$62,835.42**
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

MINUTES  
Plainwell City Council  
March 27, 2017

1. Mayor Brooks called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Scott Fenner of Lighthouse Baptist Church gave the Invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Brooks, Councilman Keeler, Councilman Overhuel and Councilman Keeney.  
Absent: Mayor Pro-Tem Steele.
5. Approval of Minutes/Summary:  
**A motion by Overhuel, supported by Keeney, to accept and place on file the Council Minutes and Summary of the 03/13/2017 regular meeting. On voice vote, all voted in favor. Motion passed.**
6. General Public / County Commissioner Report:  
None.
7. Presentations:  
Mayor Brooks recognized City Manager Erik J. Wilson on his 15 years of service to Plainwell. The Mayor remarked on the process in 2002 when the city faced significant financial challenges and the city manager search included applicants with much experience, yet the city chose someone who thinks outside the box. The city has flourished since Erik's appointment by reducing costs and not having the legal expense that some other cities have. The Mayor said Erik's was a "great hire." Councilman Keeney said Erik is a "joy to work with." Councilman Keeler said that Erik keeps an eye on the city's money as if it were his own. Councilman Overhuel echoed the positive sentiments. City Manager Wilson thanked Council for their comments and said Plainwell is a great community and has enjoyed his 15 years, when most city managers have a "shelf life" of about 5 years. Erik said he's found a home here in Plainwell and thanked everyone at the staff table for being part of a great team.
8. Agenda Amendments: None
9. Mayor's Report: None.
10. Recommendations and Reports:
  - A. Community Development Manager Siegel briefed Council about the zoning at 201 E. Bridge, which is currently "Service-Business", while the rest of the downtown area is zoned "Central Business District". The owners of 201 E. Bridge are asking for a zoning change to CBD to allow for a much needed business expansion. The Planning Commission has reviewed the rezoning request and the related site plan for expansion and recommends approval. Owners Greg & Wendy Hassel were in attendance and thanked the city staff for being so easy to work with. City Manager Wilson expressed his excitement for the business expansion.  
**A motion by Keeler, supported by Keeney, to approve the rezoning request for 201 E. Bridge from "Service Business" to "Central Business District" and the related site plan. On a voice vote, all in favor. Motion passed.**
  - B. Community Development Manager Siegel noted that recent site plans for combining buildings at 140 and 138 South Main have had to be modified. The existing buildings will now have to be demolished and a new building constructed to the footprint in the original site plans. The Planning Commission has reviewed this new plan and is recommending approval.  
**A motion by Keeler, supported by Overhuel, to accept the demolition plan for 140/138 S.**

**Main Street. On a voice vote, all in favor. Motion passed.**

- C. City Manager Wilson noted that two (2) DPW vehicles have been taken out of service and can be sold at auction, Rangerbid.com, which has done business with the city in the past.**

**A motion by Keeler, supported by Keeney, to approve the sale at two (2) DPW vehicles at auction. On a voice vote, all in favor. Motion passed.**

- D. City Manager Wilson briefed Council on Gun Plain Township's plan to administer fireworks on July 4 using the city's airport. A permit was presented along with an insurance certificate naming the city as additional insured. Director Bomar noted that fire personnel would be at the event in case of emergency.**

**A motion by Keeler, supported by Keeney, to approve the Fireworks Display Permit as presented. On a voice vote, all in favor. Motion passed.**

- E. Personnel Manager Lamorandier noted City Manager Wilson's contract is expiring and is being renewed. She briefed Council on the minor changes to the contract, which has no current dollar changes. The new contract is a 5-year contract with one-year extensions and includes small modifications of leave time and now requires a 45-day notice if the Manager resigns, instead of the current 30-day requirement.**

**A motion by Keeler, supported by Overhuel, to accept the changes to the City Manager's employment contract. On a voice vote, all in favor. Motion passed.**

**11. Communications:**

**A motion by Keeney, seconded by Overhuel, to accept and place on file the Planning Commission DRAFT March 15, 2017 Minutes, the February 2017 DPS Report and the February 2017 Water Renewal Report. On a voice vote, all in favor. Motion passed.**

**12. Accounts Payable:**

**A motion by Keeler, supported by Steele, that the bills be allowed and orders drawn in the amount of \$33,268.54 for payment of same. On a roll call vote, all in favor. Motion passed.**

**13. Public Comments**

None.

**14. Staff Comments**

Personnel Manager Lamorandier congratulated Erik and noted working on the budget..

Superintendent Pond noted re-pricing of the hot water loop capital project.

Superintendent Updike reported working on sewer mains.

Community Development Manager Siegel noted continued fundraising for the Dog Park, including a can drive at Harding's April 1 and 2. She noted the Chamber Dinner at Lake Doster on Thursday the 30<sup>th</sup>. She also reminded Council of the Easter Egg Hunt in Hicks Park on April 8.

Director Bomar noted several directed patrols around the city, including documenting compliance with school bus stops. He also noted the Department had issued several warnings for cutting through the parking lot behind Old City Hall, and that citations were now being issued.

Clerk/Treasurer Kelley thanked City Manager Wilson for his support.

City Manager Wilson noted working on grants and on closings for the Hardings and Sweetwaters projects.

**15. Council Comments:**

Councilman Keeney noted from the Library Board that they appreciate the signs.

16. Adjournment:

**A motion by Keeler, supported by Keeney, 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

DRAFT

**SUMMARY**  
**Plainwell City Council**  
**March 27, 2017**

1. Mayor Brooks called the regular meeting to order at 7:00 PM in Council Chambers at City Hall.
2. Invocation was given by Scott Fenner of Lighthouse Baptist Church.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Brooks, Keeler, Overhuel, and Keeney. Absent: Steele.
5. Approved Minutes/Summary of 03/132017 regular meeting.
6. Recognized and congratulated City Manager Erik Wilson on 15 years of service.
7. Approved a rezoning request and a site plan for 201 E. Bridge Street.
8. Approved a demolition plan for 138/140 S. Main Street.
9. Approved the sale of two (2) DPW vehicles at auction.
10. Approved the annual Fireworks Display Permit for the July 4 event at the airport.
11. Approved minor modifications to the City Manger's employment contract.
12. Accepted and placed on file the Planning Commission DRAFT March 15, 2017 Minutes and the February 2017 Public Safety and Water Renewal reports.
13. Approved Accounts Payable for \$33,268.54.
14. Adjourned the meeting at 7:30 pm.

Submitted by,  
Brian Kelley  
City Clerk/Treasurer

The City of Plainwell is an equal opportunity provider and employer

**Resolution 17-12  
City of Plainwell**

**A RESOLUTION DECLARING ARBOR DAY IN THE CITY OF PLAINWELL  
FOR 2017**

**WHEREAS**, the City of Plainwell has been recognized as a **TREE CITY USA** by the National Arbor Day Foundation for thirty-six years and desires to continue its successful tree-planting ways; and

**WHEREAS**, the City of Plainwell is proud of the fact that the City is supportive of enhancing and maintaining our tree stock through comprehensive planning and budgeting for same; and

**WHEREAS**, the overall appearance of the City is now bringing joy and beauty to everyone who lives or visits here;

**NOW, THEREFORE**, the City Council of the City of Plainwell declares **April 24, 2017** as **Arbor Day in the City of Plainwell** and urges all the citizens of Plainwell to plant trees to improve their own properties as we plant trees throughout the City in honor of this day.

**YES:**

**NO:**

**ABSENT:**

**DATED: April 10, 2017**

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**Richard Brooks, Mayor**

# **THE CITY OF PLAINWELL**

**Invites You To Come & Celebrate With Us**

## **ARBOR DAY 2017**

**SHERWOOD PARK  
MONDAY, APRIL 24<sup>TH</sup>  
AT 11 AM**

**This Year's Tree Will Be Dedicated**

**IN MEMORY OF  
JOSEPH DORGAN  
PLAINWELL MAYOR 1996 - 2000**

**Seedlings given out following the ceremony**

Rick Brooks, Mayor  
Todd Overhuel, Mayor Pro-Tem  
Roger Kenney, Council Member  
Brad Keeler, Council Member  
Lori Steele, Council Member  
[www.plainwell.org](http://www.plainwell.org)



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

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04/04/2017

To: Erik Wilson, City Administrator

From: Bryan Pond, Superintendent WR

Cc: Brian Kelly City Treasurer

RE: Cleaning and Painting Secondary Pump Bldg.

As part of ongoing maintenance I have solicited two proposals to prepare and paint the inside of the secondary pump room.

|                         |         |
|-------------------------|---------|
| Modernistic Restoration | \$4,871 |
| H& H Painting Co. Inc.  | \$6,850 |

With councils approval I would like to appoint Modernistic Restoration for the price of \$ 4,871 to clean and paint the pump room. The work will be expended from line item 590-540-930 which retains proper capital to complete the work





## Modernistic

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821 Wakefield Ave  
Plainwell, MI 49080

Client: City of Planwell (Brian D. Pond)  
Property: 129 Fairlane St.  
Plainwell, MI 49080

Home: (269) 207-7321

Operator: TBEACH

Estimator: Todd Beach  
Position: Account Manager

Business: (269) 207-6838

Type of Estimate: <NONE>

Date Entered: 2/5/2016

Date Assigned:

Price List: MIGR8X\_JUN16

Labor Efficiency: Restoration/Service/Remodel

Estimate: SECONDARY-PUMP-ROOM

Thank you for the opportunity to provide the following estimate.

*Todd Beach*

**Restoration Director**  
**Modernistic**  
**821 Wakefield**  
**Plainwell, MI 49080**  
**1.800.627.5080**  
**cell 269.207.6838**  
**www.modernistic.com**

*"Simple and Quick" Service for over 25 years!*

Carpet and Upholstery Cleaning - Air Duct Cleaning - Area Rug Cleaning - Tile and Grout Cleaning

Flood and Fire Damage Restoration - Mold Remediation

**24 Hour Emergency Service, 365 Days a Year!**



**Modernistic**

821 Wakefield Ave  
Plainwell, MI 49080

**SECONDARY-PUMP-ROOM**

**Main Level**

| Room1   | Height: 15' |
|---|-------------|
| DESCRIPTION   | QTY         |
| 1. Painter - per hour scrape prep for paint                         | 2.00 HR     |
| 2. Paint brick/ Cement  | 1,139.53 SF |
| 3. paint ceiling  | 359.69 SF   |
| 4. Mask the surface area per square foot - plastic and tape - 4 mil | 300.00 SF   |
| 5. paint pipe system -  | 1.00 EA     |
| 6. paint ductwork - hot or cold air (per room)                      | 1.00 EA     |
| 7. Prime & paint vent   | 1.00 EA     |
| 8. Prime & paint parts of breaker panel                             | 3.00 EA     |
| 9. PAINTING Pump Casts  | 2.00 EA     |

Grand Total

3,837.80

✓ painting

\_\_\_\_\_  
Todd Beach  
Account Manager

**Grand Total Areas:**

|                             |                                   |                               |
|-----------------------------|-----------------------------------|-------------------------------|
| 1,139.53 SF Walls           | 359.69 SF Ceiling                 | 1,499.22 SF Walls and Ceiling |
| 359.69 SF Floor             | 39.97 SY Flooring                 | 75.97 LF Floor Perimeter      |
| 0.00 SF Long Wall           | 0.00 SF Short Wall                | 75.97 LF Ceil. Perimeter      |
| 359.69 Floor Area           | 385.46 Total Area                 | 1,139.53 Interior Wall Area   |
| 1,258.17 Exterior Wall Area | 78.64 Exterior Perimeter of Walls |                               |
| 0.00 Surface Area           | 0.00 Number of Squares            | 0.00 Total Perimeter Length   |
| 0.00 Total Ridge Length     | 0.00 Total Hip Length             |                               |



## Modernistic

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821 Wakefield Ave  
Plainwell, MI 49080

Client: City of Plainwell (Brian D. Pond)  
Property: 129 Fairlane St.  
Plainwell, MI 49080

Home: (269) 207-7321

Operator: TBEACH

Estimator: Todd Beach  
Position: Account Manager

Business: (269) 207-6838

Type of Estimate: <NONE>

Date Entered: 2/5/2016

Date Assigned:

Price List: MIGR8X\_JUN16

Labor Efficiency: Restoration/Service/Remodel

Estimate: SECONDARY-CLEANING

Thank you for the opportunity to provide the following estimate.

### ***Todd Beach***

**Restoration Director**  
**Modernistic**  
**821 Wakefield**  
**Plainwell, MI 49080**  
**1.800.627.5080**  
**cell 269.207.6838**  
**www.modernistic.com**

***"Simple and Quick" Service for over 25 years!***

**Carpet and Upholstery Cleaning - Air Duct Cleaning - Area Rug Cleaning - Tile and Grout Cleaning**

**Flood and Fire Damage Restoration - Mold Remediation**

**24 Hour Emergency Service, 365 Days a Year!**



**Modernistic**

821 Wakefield Ave  
Plainwell, MI 49080

**SECONDARY-CLEANING**

**Main Level**

| <b>Room1</b>                             | <b>Height: 15'</b> |
|--|--------------------|
| <b>DESCRIPTION</b>                       | <b>QTY</b>         |
| 35. Clean the walls and ceiling          | 1,462.50 SF        |
| 37. Clean floor - Light                  | 345.00 SF          |
| 39. Clean pipes - Exterior (per LF)      | 229.00 LF          |
| 40. Clean light fixture                  | 2.00 EA            |
| 41. Clean ductwork - Exterior (per ROOM) | 1.00 EA            |
| 42. Clean door (per side)                | 1.00 EA            |
| 45. Clean stair stringer - per side      | 24.00 LF           |

**Labor Minimums Applied**

| <b>DESCRIPTION</b>               | <b>QTY</b> |
|----------------------------------|------------|
| 44. Floor cleaning labor minimum | 1.00 EA    |

Grand Total

1,034.06

✓ clean.

\_\_\_\_\_  
Todd Beach  
Account Manager

**Grand Total Areas:**

|                             |                                   |                               |
|-----------------------------|-----------------------------------|-------------------------------|
| 1,117.50 SF Walls           | 345.00 SF Ceiling                 | 1,462.50 SF Walls and Ceiling |
| 345.00 SF Floor             | 38.33 SY Flooring                 | 74.50 LF Floor Perimeter      |
| 0.00 SF Long Wall           | 0.00 SF Short Wall                | 74.50 LF Ceil. Perimeter      |
| 345.00 Floor Area           | 370.28 Total Area                 | 1,117.50 Interior Wall Area   |
| 1,234.67 Exterior Wall Area | 77.17 Exterior Perimeter of Walls |                               |
| 0.00 Surface Area           | 0.00 Number of Squares            | 0.00 Total Perimeter Length   |
| 0.00 Total Ridge Length     | 0.00 Total Hip Length             |                               |



# Painting Company, Inc.

Commercial – Institutional – Industrial

1738 N. Westnedge Avenue, Kalamazoo, MI 49007-1715

Phone: 269.342.2465 Fax: 269.342.2052

Kalamazoo – Grand Rapids

3/31/17

Bryan Pond  
Superintendent  
City of Plainwell  
Water Renewal Department  
129 Fairlane St.  
Plainwell, MI 49080

RE: Pump House and Main Building Painting Proposals

Dear Bryan,

Following are the quotes you requested for the Pump House, and Main Building (tool room, truck bay, large storage, and chemical room)

Scope of Work:

- Clean all surfaces to be painted
- Scrape any loose surface to sound adhesion of existing paint is achieved
- Patch or caulk existing holes and cracks
- Prime any bare surface with an appropriate primer
- Protect adjacent surfaces not to be painted
- Apply dryfall to exposed ceiling (see attached data pages)
- Apply 2 coats pre-catalyzed epoxy to walls (see attached data pages)
- Apply 1 coat of urethane enamel to match exiting color coding of any pipes, steel, rails, tanks, etc.
- All material, equipment, labor and clean-up costs are included in the proposals

**Pump House \$ 6,850.00**

~~Main Building \$ 27,400.00~~

Please feel free to contact me with any questions.

Sincerely,

Mike Maust  
Project Manger/Estimator

*Applied with Pride*

[www.hhpaintingco.com](http://www.hhpaintingco.com)

# City of Plainwell



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

Department of Public Works  
126 Fairlane Street  
Plainwell, Michigan 49080  
Phone: 269-685-9363  
Fax: 269-685-7278  
Web: [www.plainwell.org](http://www.plainwell.org)

## “The Island City”

The City of Plainwell is an equal opportunity provider, and employer.

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Date: April 5, 2017

To: Erik Wilson, City Manager  
City of Plainwell  
211 N. Main Street  
Plainwell, MI 49080

From: Rick Updike, Public Works Superintendent  
City of Plainwell  
126 Fairlane  
Plainwell, MI 49080

Re: Roof repairs at City Hall/Plainwell Paper

The City recently solicited prices to do repairs on the roofs at City Hall and on selected Plainwell Paper roofs. The contractors were asked to provide repairs designed to stop leaks for 1-3 years and for 5-10 years. It was decided to accept the 1-3 year repairs. Following is a summary of the quotes. Please note that Hoekstra's quote consisted of repairs on buildings 10, 12, 15, 17, 19, 20 and 11A for \$5,540 and on building 11 for \$6,420 for a total of \$11,940.

| <b>Contractor</b> | <b>Price</b> |
|-------------------|--------------|
| Hoekstra          | \$11,940.00  |
| Carlyle           | \$8,855.00   |
| Modern Roofing    | No Quote     |

I recommend Council approve the roof repair quote from Carlyle for \$8,855.

Sincerely,

A handwritten signature in black ink that reads "Rick Updike".

Rick Updike, Superintendent of Public Works



**Proposal**  
**CARLYLE ROOFING CO., INC.**

433 12TH STREET  
P.O. BOX 12 \* PLAINWELL, MICHIGAN 49080-0012  
PHONE (269) 685-8070  
FAX (269) 685-5898  
info@carlyleroofting.net  
www.carlyleroofting.net

TO: City of Plainwell  
attn: Erik Wilson

DATE 3/28/17

CARLYLE ROOFING CO., INC., hereinafter called the Company, proposes to furnish and install:

**Plainwell Paper Repairs**

According to the following specifications:

**Roofs 10, 11, 11a, 12, 19, 20**

- Seal over many loose seams in the roofing
- Seal over some of the roof edges which have pulled loose
- Seal over many cracks found in the roofing
- Adhere new flashing to some of the parapet walls
- Seal over holes in the flashing of some of the parapet walls
- Coat over some of the really thin spots on building 11
- Touch up the flashing of the large vents on multiple roofs
- Remove and cover over an old leaking exhaust fan on building 11. This is over the corner office of City Hall.
- Clean the dirt and debris from the valley of roof 10. This debris is partially covering the drain screen strainers and is hindering drainage. The over roofs listed are pretty clean.

Estimated Cost: \$8,855.00

Full payment of the above work shall be due upon completion.

The Company carries Workman's Compensation and Public Liability Insurance, but does not assume risks of any character under this contract other than that covered by such insurance. The Company disclaims any and all liability for damages to persons or property resulting from mold growth within any part of the building envelope due to moisture entering the building envelope prior to Company's completion of installation of the roof membrane, or as a result of damage to or penetration of the installed roof membrane. Any warranties shall accrue only to the benefit of the original owner named above. It is not transferable to any other person except with the written consent of the Contractor. Any warranties shall assume that normal maintenance procedures are followed by the owner. THIS PROPOSAL IS LIMITED TO -30- DAYS ACCEPTANCE FROM DATE HEREOF.

The Company will not proceed with above work until we receive a signed copy of this agreement.

CARLYLE ROOFING COMPANY, INC.

By:

  
GEORGE CARLYLE

CUSTOMER SIGNATURE

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## Proposal and Specifications

Date: December 16, 2016

Submitted to: City of Plainwell  
211 North Main Street  
Plainwell, MI 49080

Attn: Rick Updike

Phone: 269-207-7320

Email: rupdike@plainwell.org

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Hoekstra Roofing Company hereby submits specifications:

As requested, Hoekstra Roofing has completed our Fall 2016 roof inspection at the former Plainwell Paper Company Building owned by the City of Plainwell. Many of the roofs are in overall poor condition, but there are some that are in fair condition considering their age. We will provide more information about each roof area below. Because the inspection was completed late in the season, a lot of the repair work will have to be completed in the spring. Included with this report is a roof restoration quote for Building 11. There are active leaks in this area and I don't believe repairs will be successful at stopping them.

### Roof Area 10, 12, 15, 17 19, 20, 11A

These roofs are in fair condition for their age which appears to be in the range of 15-20 years old. They have multiple areas of open flashing laps, open field seams, penetration flashing defects, puncture holes, failed terminations, perimeter edge metal splits and failed coping details. We recommend having 3-4 man spend (2) working days (up to 70 man hours), to address these issues in an attempt to limit water infiltration into the roof system and building.

Cost: Time and Material, Not to Exceed \$5,540.00

### Roof Area 11

This roof is in quite poor condition and has active leaks inside the building. It appears that there have been multiple attempts to repair these leaks in the past by sealing the valley areas with new membrane. It appears that while the water is entering the building in these valley areas, the water is infiltrating the roof system throughout the field of the roof and running between roof layers to the low areas of the valleys. We can attempt to repair the obviously open areas of the roof with plastic roof cement and fabric, but water is most likely also seeping through the roof surface as well. Because of this, it is my opinion that a repair of this type is not the best option. Attached is a quote for a single ply cover-up that should solve your problems for several years. If the roof restoration is not an option at this time we will provide 4 men for (2) days (up to 80 man hours) to make plastic roof cement and fabric repairs to the roof area in an attempt to limit water infiltration.

Cost for Repairs: Time and Material, Not to Exceed \$6,400.00

Cost to remove (2) rusted out roof vents Not to Exceed \$2,980.00



Roof Area 11B

This roof is in very poor condition. All wall flashings need to be removed and replaced. Unfortunately the field of the roof is not in a lot better condition, so it may not be worth the repair cost. It is recommended that this roof be budgeted for replacement if the interior is going to be used.

Please note that these repairs will not stop all possible leak issues. All of the roofs are in need of a lot of repair and it will take a few inspection cycles to get them to a more watertight condition.

If you have any questions, please feel free to give me a call.

Sincerely,

A handwritten signature in blue ink that reads 'Eric Kelley'.

Eric Kelley  
Service Manager

**HOEKSTRA ROOFING COMPANY – CONTRACT TERMS**

**PROJECT – Former Paper Plant in Plainwell**

1. Description. City of Plainwell (“Owner”) agrees to contract with Hoekstra Roofing Company (“Builder”) to provide certain roofing material and labor and other related services (hereinafter all roofing labor and materials and other services provided by Builder shall be referred to as the “Work”), according to the plans and specifications attached hereto as **Exhibit A**. The Builder’s Work and all other work undertaken by Owner or other contractors, if any, at its property (the “Property”) may collectively be referred to as the “Project” hereunder.
2. Contract Price and Payment of Contract. The contract price (“Contract Price”) is the price for construction and completion of the Work described on (**Hoekstra Roofing Company Proposal and Specification** (“Proposal”). Owner shall pay where applicable an initial deposit in advance of the Work as shown on the Proposal. Owner shall then pay to Builder any future amount invoiced to Owner, within fifteen (15) days after Builder has sent Owner an invoice for its services. Any amounts due and payable by Owner to Builder hereunder which are not paid timely shall accrue interest at a rate of eighteen percent (18%) per annum (one and five hundredths (1.5%) percent compounded every thirty (30) days) or the highest rate allowable under Michigan law, whichever is less.
3. Change Orders. Any and all additions, alterations, or changes to the plans and specifications, including any materials provided in the plans and Specifications, or to the scope of Builder’s Work, shall be agreed upon in writing and signed by the parties. The written document modifying the Work shall be referred to herein as a “Change Order”. Notwithstanding the foregoing, if the parties fail to sign a written Change Order where extra work has been ordered by Owner, or Owner’s agents, in writing or verbally, then Owner shall pay Builder’s reasonable costs for its labor, materials, and overhead for the extra work, plus Builder’s reasonable profit margin.
4. Site Conditions. Notwithstanding anything in this Agreement to the contrary, should any unsuitable, unusual or unforeseen roofing or other building conditions be encountered which Builder did not foresee, and it is necessary to remove or correct them to reasonably complete the Work, or the same increase Builder’s cost to complete the Work, then the cost of the correction of these conditions or the additional costs and expenses incurred by Builder shall be paid by Owner to Builder upon demand. These conditions shall include, but not be limited to, the repair or replacement of moldy, rotted, rusted, or other compromised roof decking, carpentry, masonry, or asbestos or other such materials or conditions discovered by Builder after commencement of the Work. Builder will also not be responsible for dust, debris, or ceiling components that may fall from below the roof deck during roofing operations. Owner shall also be responsible to pay Builder for all changes in the Work required by any laws or building codes or changes necessitated by structural or design defects.
5. Specifications. To the extent that specifications for the Project are provided by Owner or Owner’s agents or employees, said parties are responsible for any defect in the design of the Project or designation of materials or location of the Project which do not meet Owner’s satisfaction, industry customs or standards or building codes. Owner agrees that Builder shall bear no responsibility for damages arising out such design. Material type, size, location, design, installation, color, and other design selections can alter durability, price, value, and usability of the finished Project and Builder assumes no responsibility for selections or choices that are made by Owner or Owner’s agents and employees.
6. Completion Time. Owner agrees that the time of completion of the Work is dependent on a variety of factors and that while Builder can provide an estimate of completion time there is no guaranty that the Work will be completed on any specific date. Owner grants Builder complete discretion in the time and manner at which the Builder’s Work will be performed to account for outside work schedule of Builder, coordination of trades, weather, availability of labor and materials, and other factors that may affect the time of completion.
7. Limited Warranty. If the Work is subject to a limited warranty, the same shall be in writing and signed by the Builder; provided, however, that even where a limited warranty applies, the Owner agrees that there shall be no warranty of any kind related to any portion of the Work which is repair work (as opposed to complete roof replacement or the completion of new work provided by Builder to which the limited warranty may apply). EXCEPT FOR ANY EXPRESS WARRANTIES AS SET FORTH HEREUNDER, ALL OTHER IMPLIED WARRANTIES ARE HEREBY WAIVED AND DISCLAIMED, INCLUDING, BUT NOT LIMITED TO, AN IMPLIED WARRANTY OF WORKMANLIKE CONSTRUCTION, AN IMPLIED WARRANTY OF HABITABILITY, AN IMPLIED WARRANTY OF MERCHANTABILITY, AND AN IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR USE OR PURPOSE. Failure to make timely payment in accordance with paragraph 2 voids any Warranty offered.
8. Waiver of Mold and Other Claims. Notwithstanding Builder’s obligation to construct the Work in a good, workmanlike manner, consistent with all applicable building codes, Owner acknowledges that moisture in and around the Project may cause mold growth, and that Owner and/or Owner’s customers, employees, visitors, and guests could be exposed to the inhalation of mold spores or have skin contact with mold contaminants. The effect of mold on a person’s health, if any, depends on the type of mold, the level of mold exposure, and the sensitivity of the person exposed. The Owner acknowledges that the Builder does not have control over the growth of mold in and around the Work on the Project and therefore Owner agrees to release Builder, and Builder’s owners, officers, employees, subcontractors, and suppliers, from all claims and causes of action related in any way to the existence of mold at the Project. Owner acknowledges that the Builder shall not be responsible for any damages, costs, or expenses caused by, or related to, mold, dry rot, mildew, or some other agent, substance, or material, that may exist at the Project and which may be associated with, or caused by, the Builder’s Work, including, but not limited to, losses or damage to the Project, personal injury, loss of income, emotional distress, death, loss of use, loss of value, and any other adverse health effects.
9. Attorneys’ Fees/Costs. If either party breaches this Agreement, whether prior to or after commencement of construction, and the non-breaching party incurs any attorneys’ fees or other costs necessary to enforce this Agreement against the other party, then the non-breaching party’s attorneys’ fees and all court, expert witness, or other costs shall be due and payable by the breaching party, upon demand, and any judgment entered by any court shall include an award of attorneys’ fees and costs related to enforcement of this Agreement.
10. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the matters set forth herein, and there are no representations, warranties, covenants, or obligations except as set forth herein. This Agreement supersedes all prior and contemporaneous agreements, understandings, negotiations, statements and discussions, written or oral, of the parties hereto, relating to the matters contemplated by this Agreement.
11. Builder’s License. If the Project is a residential structure as defined under the Act, then under Section 114 of the Act, this Agreement incorporates the following language:  
That a residential builder or a residential maintenance and alteration contractor is required to be licensed under article 24 of the occupational code, 1980 PA 299, MCL 339.2401 to 339.2412. That an electrician is required to be licensed under the electrical administrative act, 1956 PA 217, MCL 338.881 to 338.892. That a plumbing contractor is required to be licensed under the state plumbing act, 2002 PA 733, MCL 338.3511 to 338.3569. That a mechanical contractor is required to be licensed under the Forbes mechanical contractors act, 1984 PA 192, MCL 338.971 to 338.988.
12. Other Provisions. \_\_\_\_\_  
\_\_\_\_\_

We have read this Agreement carefully before signing and hereby acknowledge receipt of a copy thereof.

Owner: City of Plainwell

Builder: Hoekstra Roofing Company

By:

  
Eric Kelley  
Service Manager

Its:

Dated: December 16, 2016

City of Plainwell  
211 North Main Street  
Plainwell, MI 49080

12/16/2016

Attn: Rick Updike

Re: Plainwell Paper Building 11 roof restoration

Rick,

Per your request, I have worked up a price for a 5-7-year solution for the roof over building 11 at Plainwell Paper. The existing roof and sheet metal will stay in place and we will recover it with a new white fully adhered single ply roof system. Hoekstra Roofing will provide a 2 year workmanship warranty at the completion of the project.

**Scope of Work: Recover existing Smooth BUR roof with 45 mil Carlisle Fleece Back TPO membrane in low rise membrane adhesive**

- Boom clean existing surface of Smooth BUR Roof
- Fully adhere 45 mil White Fleece Back Carlisle TPO over existing roof surface in Carlisle low rise Fast 100 membrane adhesives
- Flash all walls, curbs, pipes, drains and other roof penetrations with Carlisle 45 mil TPO
- Terminate all roof edges with 1" termination bar and sealant (existing metal along roof edges to stay in place)
- Includes HRC 2-year limited warranty

**Base Bid: \$27,800.00**

Respectfully,

  
Phil Wood  
Vice-President  
Hoekstra Roofing Company



CITY OF PLAINWELL

**ESTIMATED CASH BALANCE/FUND BALANCE REPORT**

MONTH ENDED: **3/31/2017**

% OF FISCAL YEAR: **75.07%**

| FUND                | AUDITED FIGURES AS OF MOST RECENT AUDIT * |                  | CURRENT YEAR PERFORMANCE - UNAUDITED *** |                                 | ESTIMATED FUND BALANCE (AUDIT FB + ACT REV - ACT EXP) | ACTUAL CASH BALANCES - END OF MONTH - RECONCILED | CURRENT YEAR AMENDED BUDGET EXPENSE BUDGET USED |               | ESTIMATED CASH BALANCES AT JUNE 30, 2017 |
|---------------------|---|------------------|--|---------------------------------|---|--|---|---------------|--|
|                     | CASH BALANCE                              | FUND BALANCE     | ACTUAL REVENUE YTD - CASH BASIS          | ACTUAL EXPENSE YTD - CASH BASIS |   |  | BUDGET EXP                                      | BUDGET USED   |  |
| General             | 235,998                                   | 284,008          | 1,795,255                                | 1,437,661                       | 641,602   | 313,823  | 2,021,769                                       | 71.11%        | 250,000                                  |
| Major Streets       | 162,690                                   | 99,825           | 126,130                                  | 215,365                         | 10,590  | 36,546   | 300,670   | 71.63%        | 80,000                                   |
| Local Streets       | 55,158                                    | 35,346           | 116,152                                  | 223,326                         | (71,828)  | (23,310)   | 257,633   | 86.68%        | 10,000                                   |
| Solid Waste         | 625                                       | 103              | 170,942                                  | 142,353                         | 28,692  | 22,117   | 167,090   | 85.20%        | 500                                      |
| Fire Reserve        | 133,816                                   | 133,816          | 84,256                                   | 154,913                         | 63,160  | 8,006  | 159,162   | 97.33%        | 59,000                                   |
| Airport             | 48,800                                    | 51,282           | 49,058                                   | 57,560                          | 42,780  | 40,798   | 64,821  | 88.80%        | 45,000                                   |
| Revolving Loan      | 10,988                                    | 60,740           | 14,343                                   | 10,000                          | 65,083  | 15,331   | 30,000  | 33.33%        | 16,000                                   |
| Capital Improvement | 22,288                                    | 25,593           | 84,074                                   | 57,079                          | 52,588  | 22,497   | 77,396  | 73.75%        | 2,500                                    |
| Brownfield BRA      | 16,871                                    | 15,985           | 51,044                                   | 40,343                          | 26,686  | 28,760   | 67,391  | 59.86%        | 27,000                                   |
| Tax Increment TIFA  | 59,565                                    | 59,182           | 43,837                                   | 32,633                          | 70,385  | 45,226   | 39,280  | 83.08%        | 37,000                                   |
| Downtown DDA        | 20,311                                    | 19,419           | 35,414                                   | 35,330                          | 19,503  | 20,543   | 40,684  | 86.84%        | 12,000                                   |
| Sewer               | 694,724                                   | 821,024          | 1,003,416                                | 1,035,003                       | 789,438   | 592,122  | 1,478,146                                       | 70.02%        | 550,000                                  |
| Water               | 261,041                                   | 298,496          | 366,771                                  | 383,609                         | 281,658   | 195,371  | 543,090   | 70.63%        | 140,000                                  |
| Equipment           | 154,203                                   | 147,016          | 187,869                                  | 212,341                         | 122,544   | 124,744  | 261,996   | 81.05%        | 128,000                                  |
| OPEB**              | 15,413                                    | 115,413          | 19,145                                   | 20,251                          | 114,307   | 13,667   | 32,980  | 61.40%        | 118,000                                  |
|                     | <b>1,892,491</b>                          | <b>2,167,248</b> | <b>4,147,706</b>                         | <b>4,057,766</b>                | <b>2,257,188</b>                                      | <b>1,456,242</b>                                 | <b>5,542,108</b>                                | <b>73.22%</b> | <b>1,475,000</b>                         |

\* - Amounts taken from audited financial statements as of June 30, 2016

\*\* - OPEB listing on this worksheet is included in the General Fund for financial statement purposes

\*\*\* - These amounts are taken directly from the End of Month Financial Statement provided to Council

| Erik J. Wilson, City Manager  | Brian Kelley, City Treasurer  |
|---|---|
| I verify that I have reviewed the revenue and expenditure financial summary attributed to my department and to the best of my knowledge the report is accurate.   | I verify that I have reviewed the revenue and expenditure financial summary attributed to my department and to the best of my knowledge the report is accurate.   |
| Insert Signature: <b>Erik Wilson</b><br><small>Digitally signed by Erik Wilson<br/>                     DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Erik Wilson, email=ewilson@plainwell.org<br/>                     Date: 2017.04.07 10:42:00 -04'00'</small> | Insert Signature: <b>Brian Kelley</b><br><small>Digitally signed by Brian Kelley<br/>                     DN: c=US, st=MI, l=City of Plainwell, o=Internet Widgits Pty Ltd, cn=Brian Kelley, email=bkelley@plainwell.org<br/>                     Date: 2017.04.06 14:51:51 -04'00'</small> |

## Investment Activity Report



“The Island City”

### City of Plainwell

Investment Portfolio Detail - Unaudited

at: 3/31/2017

**Brian Kelley, City Treasurer**

I verify that this investment portfolio is in conformity with Michigan laws and the City's Investment Policy as approved by City Council.

Insert Signature:

**Brian Kelley**

Digitally signed by Brian Kelley  
DN: c=US, st=MI, l=City of Plainwell,  
o=Internet Widgits Pty Ltd, cn=Brian  
Kelley, email=bkelley@plainwell.org  
Date: 2017.04.06 14:54:11 -04'00'

|    | Investment Type   | CUSIP | Principal Purchase | Institution or Bank | Contact Name and Number          | Purchase Date | Maturity Date | Yield | Remaining Days to Maturity |
|----|-------------------|-------|--------------------|---------------------|----------------------------------|---------------|---------------|-------|----------------------------|
| 1  | Pooled Investment | N/A   | \$186,413          | Michigan Class      | Rich Garay - 734.604.1494        | 03/28/16      |               | 0.94% |                            |
| 2  | 180-Day CD        | N/A   | \$100,462          | Chemical Bank       | Laree Waanders - 269.857.9002    | 12/27/16      | 06/27/17      | 0.65% | 88                         |
| 3  | 365-Day CD        | N/A   | \$151,136          | Talmer Bank         | Stephanie Griffin - 616.464.0308 | 06/29/16      | 06/29/17      | 0.45% | 90                         |
| 4  | 180-Day CD        | N/A   | \$50,217           | Chemical Bank       | Laree Waanders - 269.857.9002    | 12/30/16      | 06/30/17      | 0.65% | 91                         |
| 5  | 365-Day CD        | N/A   | \$100,744          | Chemical Bank       | Laree Waanders - 269.857.9002    | 06/30/16      | 06/30/17      | 1.00% | 91                         |
| 6  | 90-Day CD         | N/A   | \$100,253          | Chemical Bank       | Laree Waanders - 269.857.9002    | 11/26/16      | 08/26/17      | 0.50% | 148                        |
| 7  |                   |       |                    |                     |                                  |               |               |       |                            |
| 8  |                   |       |                    |                     |                                  |               |               |       |                            |
| 9  |                   |       |                    |                     |                                  |               |               |       |                            |
| 10 |                   |       |                    |                     |                                  |               |               |       |                            |
| 11 |                   |       |                    |                     |                                  |               |               |       |                            |
| 12 |                   |       |                    |                     |                                  |               |               |       |                            |
| 13 |                   |       |                    |                     |                                  |               |               |       |                            |
| 14 |                   |       |                    |                     |                                  |               |               |       |                            |
| 15 |                   |       |                    |                     |                                  |               |               |       |                            |

Total Investments: \$689,223.85

Average Yield: 0.70%

### Cash Activity for the Month

Cash, beginning of month: \$1,567,401.44

Cash, end of month: \$1,456,242.25

**Erik J. Wilson, City Manager**

I verify that this investment portfolio is in conformity with Michigan laws and the City's Investment Policy as approved by City Council.

Insert Signature:

**Erik Wilson**

Digitally signed by Erik Wilson  
DN: c=US, st=Michigan,  
l=Plainwell, o=City of Plainwell,  
ou=CoP, cn=Erik Wilson,  
email=ewilson@plainwell.org  
Date: 2017.04.07 10:35:40 -04'00'

\*\* Funds 701 and 703 not included - Trust & Agency

# Water Renewal

Superintendent: Bryan Pond

March 2017



## Significant Department Actions and Results

The annual Industrial Pre treatment Program report was due and submitted to the DEQ.

The annual SARA title III Hazardous chemical report was filed with the State and local agencies.

The Heating hot water loop project bids came back over expected costs. I will look at different product choices to lessen the cost.

The HVAC project shop drawings all have been reviewed and work should start next month.

## Pending Items (including CIP)

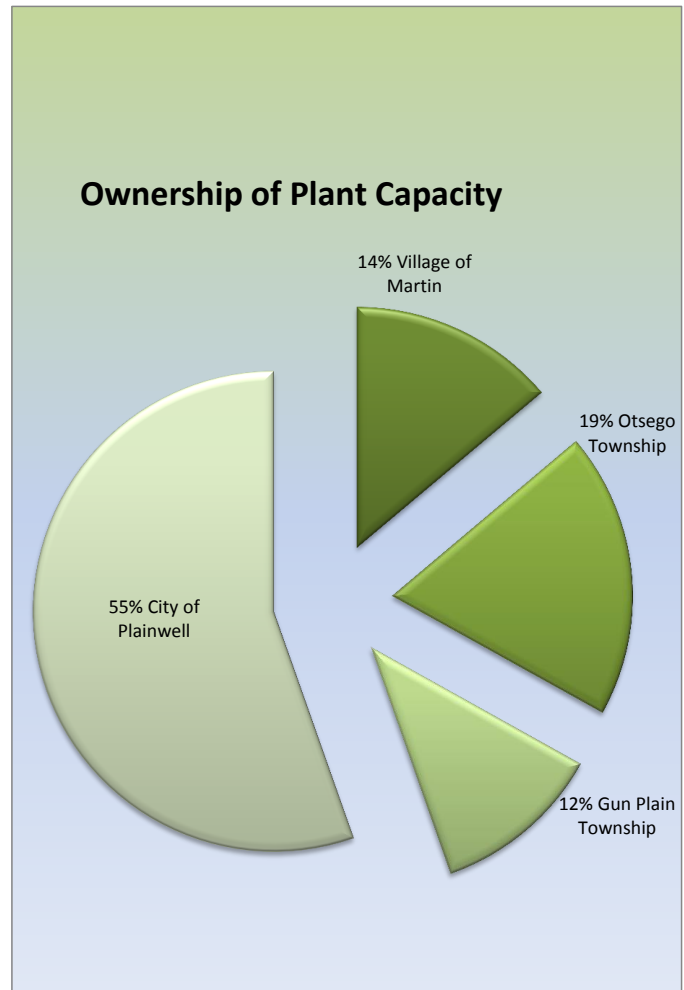
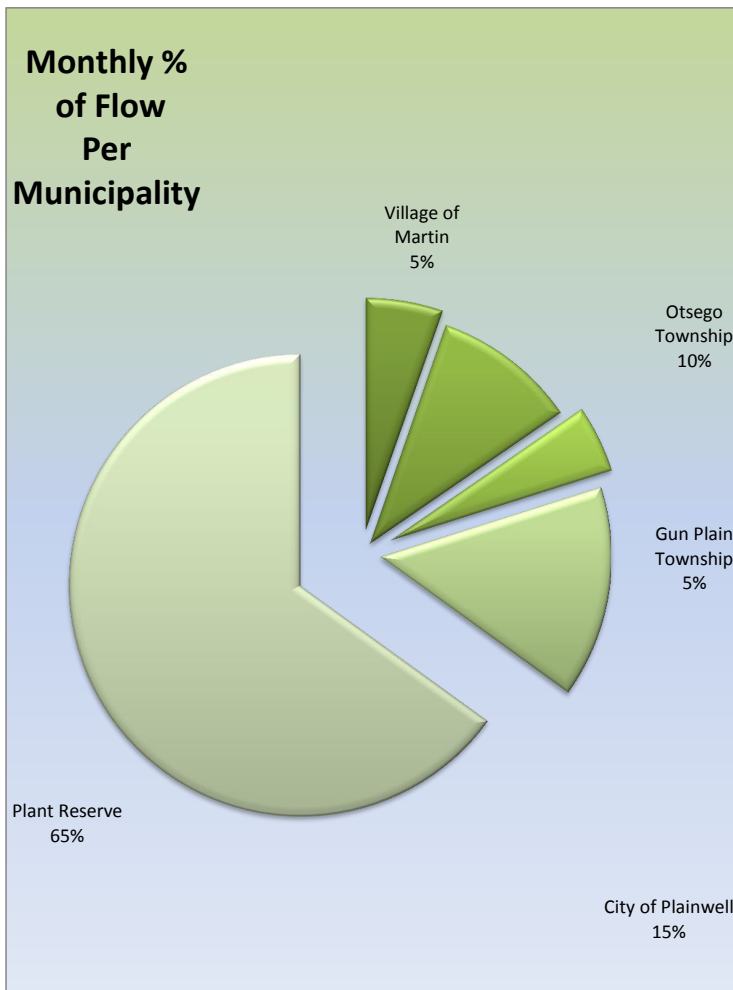
## Expenditure Summary/Issues

|   | <u>(budgeted)</u> | <u>(completed)</u> |                                       |
|---|-------------------|--------------------|---------------------------------------|
| Replace 1989 Fiberglass Chemical Storage Bldgs. | 22,000            | \$25,269           |                                       |
| Replace Dystor SCADA PLC                        | 6,000             | \$12,000           |                                       |
| Replace 1980 Control Bldg.HVAC                  | 55,000            | \$72,000           | Starts April 2107                     |
| Replace Control Panel Wedgewood Lift Station    | 11,000            | \$8,713            | complete                              |
| Replace 1980 Waste Gas Flare                    | 29,000            | \$46,862           | complete                              |
| Move Plant Powere Supply Pole                   | 55,000            | \$17,221           | complete                              |
| Replace Hot Water Heating Loop                  | <u>90,000</u>     |                    | <b>bids came back too high 3/2017</b> |
|   | \$268,000         | \$182,065          | \$85,935 remaining                    |

## 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 |
|---|-------------------------------|------------------------------|---------|-----------------------------|
| <b>Village of Martin</b>                                  | 1,369,230                     |                              |         |                             |
| Gun River MH Park   | 776,000                       |                              |         |                             |
| US 131 Motor Sports Park                                  | 0                             |                              |         |                             |
| <b>Total:</b>   | 2,145,230                     |                              |         |                             |
| <b>AVG. DAILY:</b>  | 61,292                        | 180,000                      | 66%     | 14%                         |
| <b>Otsego Township</b>                                    | <b>Total:</b> 4,070,000       |                              |         |                             |
|   | <b>AVG. DAILY:</b> 116,286    | 250,000                      | 53%     | 19%                         |
| <b>Gun Plain Township</b>                                 | <b>Total:</b> 1,338,000       |                              |         |                             |
| North 10th Street   | 346,000                       |                              |         |                             |
| Gores Addition  | 209,000                       |                              |         |                             |
| <b>AVG. DAILY</b>   | 54,086                        | 150,000                      | 64%     | 12%                         |
| <b>City of Plainwell</b>                                  | <b>Total:</b> #####           |                              |         |                             |
|   | <b>AVG. DAILY:</b> 192931.481 | 720,000                      | 73%     | 55%                         |
| <b>Avg. Daily Plant Flow from entire service district</b> | 0.437                         |                              |         |                             |



## State Required Reporting Compatible Pollutants

| MI State Requirement | City Benchmark | Monthly Avg. Reported/MDEQ |
|----------------------|----------------|----------------------------|
|----------------------|----------------|----------------------------|

**Carbonaceous Biochemical oxygen demand (CBOD-5):**

|         |    |       |
|---------|----|-------|
| 25 mg/l | 15 | 17.11 |
|---------|----|-------|

*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 | 15 |
|---------|----|----|

*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):**

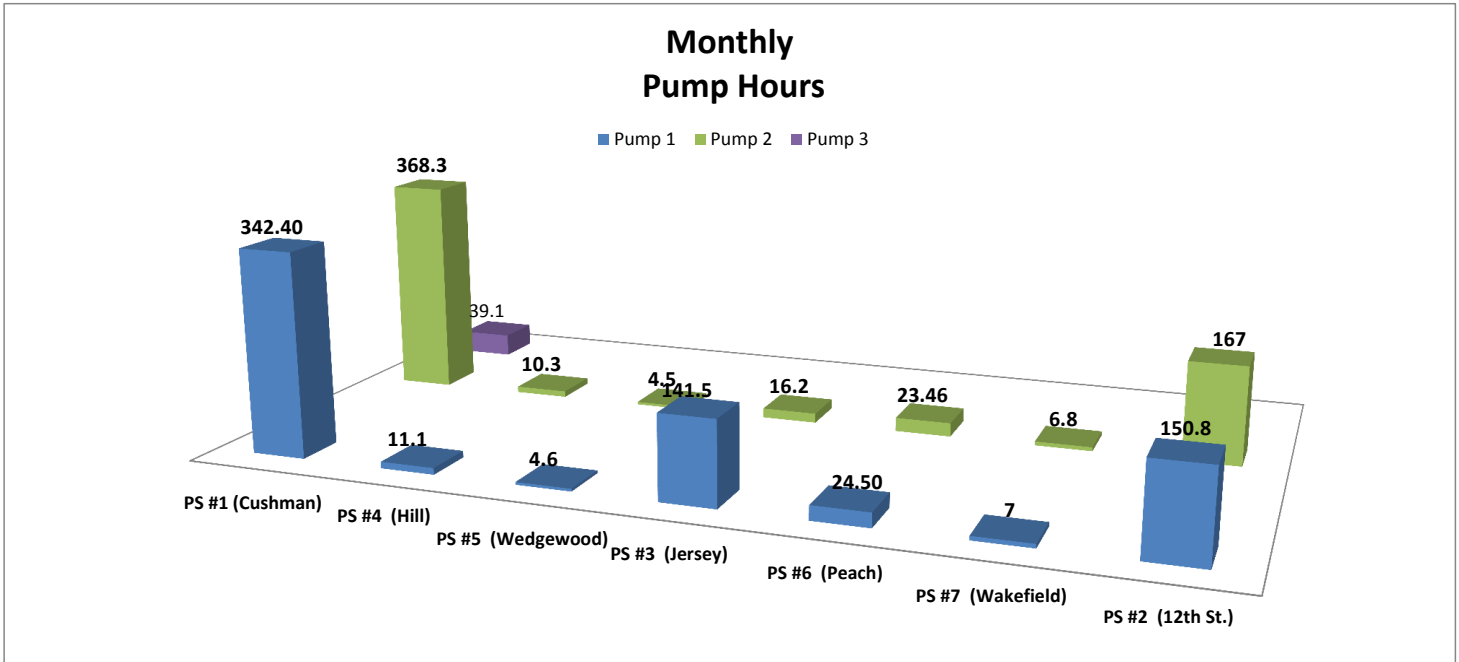
|          |      |      |
|----------|------|------|
| 1.0 mg/l | 0.45 | 0.29 |
|----------|------|------|

*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 |
|--------------|----|---|

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



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



Minutes  
Plainwell DDA, BRA and TIFA:  
February 14, 2017

1. Call to Order - Meeting called to order at 7:33 a.m. by Rizzo
2. Pledge of Allegiance
3. Roll Call  
Members Present: Jim Turley, Erik Wilson, EJ Hart, Paul Rizzo, Mayor Rick Brooks, Zelda Schippers & Tracee Dunlop  
Excused: Nick Larabel, Adam Hopkins
4. Approval of Minutes of 01/10/2017 minutes
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
  - A. **Motion to accept accounts payable for January of \$763.08 was made by Brooks and seconded by Turley. Motion carried.**
  - B. **Motion to spend \$1,400 on the survey for the road construction project north of M89 and across from Prince Street, for Sweet Waters was made by Wilson and seconded by Hart. Motion carried.**
8. DDA Action Items -
  - A. **Motion to accept accounts payable for the month of January of \$1,754.07 was made by Rizzo and seconded by Dunlop. Motion carried.**
  - B. Discussion of the parking lot stripping of the northeast parking lot was brought by Hart. Turley will bring an updated quote to restripe and put in angle parking, from Tustin's to next meeting, March 14, 2017. Jim has met with Chief Bomar to discuss the handicap parking spots. City should take care of this cost.
9. TIFA Action Items
  - A. **Motion to accept accounts payable for the month of January of \$578.81 and was made by Hart and seconded by Dunlop. Motion carried.**
10. Communications:  
12/27/17 and 01/09/17 Council Minutes and Financial Report/summary as of 01/31/17 was approved and placed on file.
11. Public Comments: Barb Bechtel, from the Plainwell Diner, suggested a Flea Market on Saturday's to be held in the gravel parking lot of the Mill on Saturday's.
12. Staff Comments:  
Event Updates
  - a. River to River Non-Motorized Trail public meetings and updates
  - b. Art Hop – date and time March 10, 5-9 / After Party begins at 9 p.m. at Old Mill
  - c. Dog Park Fundraising Campaign – shared Facebook page, Patronicity grant, and the fund raising goal of \$50,000.Member Comments: None
13. Adjournment: **A Motion by Dunlop supported by Rizzo to adjourn the meeting at 8:26 a.m. was made and passed.**

Minutes  
Plainwell DDA, BRA and TIFA:  
March 14, 2017

1. Call to Order - Meeting called to order at 7:33 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call  
Members Present: Jim Turley, Erik Wilson, EJ Hart, Paul Rizzo, Mayor Rick Brooks, Adam Hopkins, Nick Larabel & Tracee Dunlop  
Excused: Zelda Schippers
4. Approval of Minutes of 02/14/2017 minutes
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
  - A. **Motion to accept accounts payable for February of \$64.02 was made by Hart and seconded by Dunlop. Motion carried.**
  - B. Update on the clean up the Mill site was given by Wilson. EPA clean up won't begin now until spring of 2018. Endless paperwork required by EPA and GHD is working on providing all the reports needed.
8. DDA Action Items -
  - A. **Motion to accept accounts payable for the month of February of \$2,161.81 was made by Rizzo and seconded by Wilson. Motion carried.**
  - B. Discussion of the northeast parking lot regarding repaving, restriping and Ace Hardware taking 4 spots along the south side of the building, to be utilized for storing products outside. The City is looking into a grant to restructure the parking lot.
  - C. **Motion for the City to be a host site for the Arts and Eats Tour in October, at a cost of \$300 was made by Wilson and seconded by Hart.** Discussion regarding logistics of parking and traffic to be ongoing with Public Safety for Saturday, Oct. 14, the day of the Arts and Eats Tour which falls on the same day as Pumpkins in the Park.
9. TIFA Action Items
  - A. **Motion to accept accounts payable for the month of February of \$56.00 was made by Hart and seconded by Rizzo. Motion carried.**
  - B. Discussion regarding an Industrial park picnic was brought up at the last meeting. Rizzo suggested instead of a picnic for the employee's that hosting round table discussions would be beneficial for connecting all the businesses together and provide networking opportunities.
  - C. Discussion on the need for more property in the Industrial Park and how we can acquire more land.
10. Communications:  
1/23/17 and 02/13/17 Council Minutes and Financial Report/summary as of 02/28/17 was approved and placed on file.
11. Public Comments: None
12. Staff Comments: Event Updates – Siegel reported out on:
  - A. Art hop was successful

- B. Downtown Directory/trifold brochure is being developed but need funds for graphic layout and printing, approximately \$1,000.
- C. Update on the Dog Park fundraising, Pancake fundraiser brought in \$667.00
- D. Provided information on the new Medical Marihuana laws.

Member Comments: None

13. Adjournment: **A Motion by Rizzo supported by Turley to adjourn the meeting at 8:26 a.m. was made and passed.**

Submitted by Denise Siegel, Community Development Manager

**MINUTES  
CITY OF PLAINWELL  
PARKS & TREES COMMISSION  
February 16, 2017**

1. Marcus Taylor called the meeting to order at 5:00 PM.
2. Roll Call: Present: Marcus Taylor, Matthew Bradley, Sandy Lamorandier, Bunny LaDuke, Justin Burchett. Absent: Marsha Keeler, Todd Overhuel. Also attending: Public Works Superintendent Rick Updike.

3. Approval of Minutes:

***Justin Burchett moved to accept and place on file the minutes and summary of the regular monthly meeting of October 13, 2016 as corrected. Sandy Lamorandier supported the motion. On voice vote, motion carried unanimously.***

4. Parks:

Sherwood

A: Park Maintenance Report - Marsha Keeler  
Marsha reported that the park looks good.

Pell

A: Park Maintenance Report - Bunny LaDuke  
Bunny reported no problems.

Hicks

A: Park Maintenance Report - Todd Overhuel  
Sandy suggested that the base of Soule Fountain be cleaned.

Cook

A: Park Maintenance Report - Justin Burchett  
Justin reported that there are leaf piles left after winter, and brush along the power lines.

Kenyon

A: Park Maintenance Report – Matthew Bradley  
Matthew reported that the park is coming out of winter. The loader left tire tracks when working on the compost piles. Rick noted Renewed Earth is under contract to manage the city's compost piles under their composting license. The leaves were stored at three sites in town because it is too far to haul them to their Otsego composting site. They mix in rice husks so the pH is right at the end of the cycles, then bag and sell the finished compost. The city pays them \$15,000 per year, which includes grinding and removing the city's brush.

Darrow

A: Park Maintenance Report - Sandy Lamorandier  
Sandy reported that Darrow looks good.

Riverwalk Park \ Band Shell \ CBD

A: Park Maintenance Report - Marcus Taylor  
Marcus reported no problems down.

5. New Business

A. Arbor Day

Sheryl noted that Arbor Day is coming fast. We have had one nomination so far for our honoree, a resident with a long history of service to the city. She asked if any commissioner would be

willing to volunteer to act as liaison to the Alternative Education staff, to enlist their students to do a program at the Arbor Day tree planting. Justin volunteered, noting one of their teachers is his neighbor. The city will flex on which day we celebrate, to accommodate the schools' schedule. Bunny noted that Chula Vista purchases trees for Plainwell and Otsego third grade students every year; she will look into whether they could add us onto their order for serviceberries at a better price.

6. Open Business

A. Dog Park update

Marcus reported that Denise has begun a Facebook page for the dog park and has almost a hundred followers already. Facebook links to a sponsorship for donors or for ordering bricks. There are collection canisters at various merchants. They have adopted a logo. The goal is \$50,000 and if we raise half, a group called Patronicity will donate matching funds. The committee is planning a 5K in early May. Commissioners suggested edits to the paperwork. There will be a display during Art Hop at Rhino's. Sandy noted that there has been just one person upset about the dog park, feeling they were not given enough opportunity to be informed and to comment. Bunny noted that Denise is promoting it on the city emails, the Facebook page, the city web page. They need to add an aerial shot to show where it will be located.

B. New Commissioner Information Packets

Marcus distributed copies of the new commissioner information packets, noting that this is a living document and will need to be regularly updated.

***Sandy Lamorandier moved to approve the commissioner information packets with the suggested edits, to be used going forward with regular updates. Justin Burchett supported the motion. On voice vote, the motion carried unanimously.***

Sandy asked that Sheryl work on the annual Park & Trees Report for inclusion in the packet.

C. Park Reservations, Rules, Permit, Signage

Justin and Sandy are meeting and working on this project, progress is being made.

D. Plainwell Auto Landscape Update

Rick reported that the business does not own the building; it belongs to Bruce Barrows, although they may try to buy it. He has no commitment at this time to improve the façade. They are interested in the bike rack promoting their business. Rick recommends that we remove the trees, put down top soil and seed it with a shade-loving grass. Commissioners asked that he go to the owner about improving the façade, and look into getting the UPS box moved.

7. Public Comments

None.

8. Staff Comments

None.

9. Chairman's Report

None.

10. Commissioners' Comments

None.

11. Next Meeting

The next meeting will be Thursday, March 16, 2017 at 5 PM.

12. Adjournment

***Justing Burchett moved to adjourn the meeting. Bunny LaDuke supported the motion. On voice vote, motion carried unanimously.***

There being no further business, the meeting adjourned at 5:43 PM.

Minutes Respectfully Submitted,  
Sheryl Gluchowski  
Deputy Clerk

DRAFT

**MINUTES  
CITY OF PLAINWELL  
PARKS & TREES COMMISSION  
March 16, 2017**

1. Marcus Taylor called the meeting to order at 5:00 PM.
2. Roll Call: Present: Marcus Taylor, Matthew Bradley, Marsha Keeler. Absent: Sandy Lamorandier, Bunny LaDuke, Justin Burchett, Todd Overhuel. Also attending: Public Works Superintendent Rick Updike. Economic Development Manager Denise Siegel

It was noted that there is not a quorum but the consensus was to remain and talk.

3. Approval of Minutes:  
Tabled.

4. Parks:  
Marcus asked if there were any problems in the parks.

Marsha reported that Sherwood Park was cold and lonely in this weather. She asked who maintains the Veterans Memorial Brick Directory, as she was looking for a brick but the directories were gone. The contact person for the Veterans Memorial is now Dick Lubic. We will call to find out when they will be returned to the park.

Matthew noted that he rode his bike on a circuit through all the parks. Kenyon is the only one that does not have a City of Plainwell sign. Rick recalled that the city intended to put a sign there, he will look into it. Matthew said the parks tour was an easy-riding 8-10 mile circuit and suggested that the City might want to organize a ride.

Rick reported that there is snowplowing debris at the trestle that he needs to have the DPW crew clean up, and there is graffiti on the M-89 River Walk underpass that he will notify MDOT to remove or cover.

Rick noted that the DPW crew has already spring-cleaned the parks, and has removed the debris brought down by the recent storm; the weather has allowed them to get way ahead of the usual schedule.

5. Open Business

Marcus reported that the Dog Park Committee had a station set up for Art Hop for information and comments. They held a Pancake Breakfast which raised \$677. Two bricks are sold and collection cans are in about 15 local businesses. Hardings will be hosting a collection can drive on April 1 – 2. City Hall has dog park information, brick order forms and a collection can at the counter. The dog park magnets were ordered. The Facebook page has close to 150 followers and the dog wall pictures are increasing in number. The committee discussed a Cook Park cook out but the schedule is getting busy. The 5K will be held May 22, and that will be the kickoff for the Patronicity web-based funding drive, by which they hope to obtain matching funds from the state. They have submitted a \$5000 grant request to the Anna R. Pipp Foundation, and have a commitment from the city for \$2500. Marcus reported that the committee is growing in numbers, with two new members. They are planning on construction beginning in the spring of 2018.

Denise gave attendees an overview of the Facebook page set up for the dog park, and a tour of the Patronicity site, showing some of the other campaigns that are running,

Matthew asked about the bricks; they do not need to be “in memory of”; they can have up to three lines of fifteen characters each. He would like elevated pictures of the future dog park area so that he

can do additional drawings. Rick will have the crew take the lift truck to the park and take photos, then email them to Matthew. Rick will update the aerial depiction in ArcMap to be closer to what the committee is now proposing.

Justin sent Sandy an email confirming that he talked with someone from Alternative High School and that they want to put together a program for Arbor Day. Sheryl will follow up to see what date and time they have selected to perform. She noted that the honoree this year looks like it will be Judy Shoemaker, a longtime volunteer on many city boards and sub-committees, in honor of her service to the city. She will ask Justin about a date on which the school can perform, for the Proclamation and the advertising.

Rick noted that he plans to remove two trees and grind all the stumps along the north side of Plainwell Auto, remove the rocks, bring in soil and reseed the area.

Matthew asked about more ways that he can be of service. Marsha mentioned that flower day is coming on the third Saturday in May, and help is always needed for that, both for planting and supervising. Sheryl noted that Chula Vista has volunteered to plant the bridge planters during the week following planting day.

6. Staff Comments

Rick gave a brief visual presentation on the proposed trail extension, how it could potentially approach and pass through Plainwell, and where a cut off to the downtown might be.

7. Adjournment

Marcus thanked everyone for coming and dismissed the meeting at 5:55 PM.

Minutes Respectfully Submitted,  
Sheryl Gluchowski  
Deputy Clerk





## "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 Clerk/Treasurer  
DATE: April 7, 2017  
SUBJECT: Accounts Payable Register

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**ACTION RECOMMENDED:** The City Council should consider approving the Invoice Approval Register and the Off-Cycle Payment Authorization reports, as presented.

The City Council reviews and approves the Accounts Payable total at each Council Meeting, which includes an Invoice Approval Register and an Off-Cycle Payment Authorization report. The Invoice Approval Register lists the regular billings issued to the city and consists, primarily, of paper checks. The Off-Cycle Payment Authorization report includes automated clearing house (ACH) payments, paper checks and electronic funds transfer (EFT) payments.

The attached documents cover the period from March 28 through April 17, 2017 and includes the following breakdown:

|                                       |                     |
|---------------------------------------|---------------------|
| Paper checks in regular bill listing: | \$ 23,767.68        |
| Other paper checks issued off-cycle:  | 34,415.72           |
| ACH payments for property taxes:      | -                   |
| ACH payments for city business:       | -                   |
| EFT payments (auto-pay payments):     | 4,652.02            |
|                                       |                     |
| Total Accounts Payable                | <u>\$ 62,835.42</u> |
|                                       |                     |

04/06/2017 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL  
 POST DATES 04/10/2017 - 04/10/2017  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

| Vendor Code                                     | Vendor Name                                    | Description                              | Amount   |
|---|--|--|----------|
| 000624  | AIS CONSTRUCTION-JOHNDEREER POWERPLN<br>W41198 | REPAIR CLUTCH ON LEAF VACUUM MISC        | 1,565.11 |
| TOTAL FOR: AIS CONSTRUCTION-JOHNDEREER POWERPLN |  |  | 1,565.11 |
| 002347  | ALRO STEEL CORPORTATION<br>HCN7910KZ           | REBUILD TRUCK #10                        | 74.25    |
| TOTAL FOR: ALRO STEEL CORPORTATION              |  |  | 74.25    |
| 000138  | AMERICAN OFFICE SOLUTIONS<br>IN114942          | 3/22/17 - 4/21/17 PD COPIER USAGE        | 56.65    |
| TOTAL FOR: AMERICAN OFFICE SOLUTIONS            |  |  | 56.65    |
| 004803  | ARROW ENERGY INC<br>78584                      | AIRPORT FUEL 3/27/17                     | 6,142.67 |
| TOTAL FOR: ARROW ENERGY INC                     |  |  | 6,142.67 |
| 000461  | BOB'S HARDWARE                                 |  |          |
|   | 42346  | MISC DPW                                 | 8.98     |
|   | 42519  | WR                                       | 25.98    |
|   | 42570  | MISC                                     | 4.80     |
|   | 42574  | WR                                       | 13.39    |
|   | 42597  | HARDWARE                                 | 1.78     |
|   | 42708  | WR SUPPLIES                              | 18.53    |
| TOTAL FOR: BOB'S HARDWARE                       |  |  | 73.46    |
| 000155  | BRAVE INDUST FASTENERS<br>136119               | MISC PARTS                               | 15.58    |
| TOTAL FOR: BRAVE INDUST FASTENERS               |  |  | 15.58    |
| 002458  | CHAMPION LAW OFFICES<br>2017-01/02             | JAN/FEB 2017 ATTORNEY FEES               | 424.00   |
| TOTAL FOR: CHAMPION LAW OFFICES                 |  |  | 424.00   |
| 002116  | CHARTER COMMUNICATIONS (SPECTRUM)              |  |          |
|   | 2017-04 AIRPORT                                | 4/7/17 - 5/6/17 AIRPORT INTERNET         | 74.00    |
|   | 2017-04 CITY HALL                              | 4/5/17 - 5/4/17 CITY HALL PHONE/INTERNET | 515.57   |
|   | 2017-04 WR/DPW                                 | 4/1/17 - 4/30/17 WR/DPW INTERNET         | 109.98   |
| TOTAL FOR: CHARTER COMMUNICATIONS (SPECTRUM)    |  |  | 699.55   |
| 000009  | CONSUMERS ENERGY<br>2017.03                    | 2/28/17 - 3/28/17 ELECTRIC BILLS         | 3,694.90 |
| TOTAL FOR: CONSUMERS ENERGY                     |  |  | 3,694.90 |
| 002703  | CONTINENTAL LINEN SERVICES INC                 |  |          |
|   | 2017-03 CITY HALL                              | 2017-03 CITY HALL RUGS                   | 55.95    |
|   | 2017-03 DPW                                    | 2017-03 DPW UNIFORM/RUGS/MISC            | 149.82   |
|   | 2017-03 PD/FIRE                                | 2017-03 PD/FIRE RUGS                     | 38.74    |
| TOTAL FOR: CONTINENTAL LINEN SERVICES INC       |  |  | 244.51   |
| 002391  | CYBERMIND INC<br>NET-473562                    | 3/1/17 - 4/1/17 WEBSITE FEES             | 49.95    |
| TOTAL FOR: CYBERMIND INC                        |  |  | 49.95    |
| 004136  | DICKINSON WRIGHT PLLC<br>1153029               | FEB 2017 LEGAL SERVICES                  | 703.00   |
| TOTAL FOR: DICKINSON WRIGHT PLLC                |  |  | 703.00   |

|  |                                     |                                       |          |
|--|-------------------------------------|---------------------------------------|----------|
| 002030   | DRUG SCREEN PLUS INC                |                                       |          |
|  | 17 QTR 2.1339                       | RANDOM SCREENS                        | 49.00    |
| TOTAL FOR: DRUG SCREEN PLUS INC                |                                     |                                       | 49.00    |
| -----  |                                     |                                       |          |
| 000164   | ETNA SUPPLY CO INC                  |                                       |          |
|  | S102154639.001                      | 2016-17 BLANKET PO FOR WATER PARTS    | 77.37    |
| TOTAL FOR: ETNA SUPPLY CO INC                  |                                     |                                       | 77.37    |
| -----  |                                     |                                       |          |
| REFUND UB                                      | FEE, JACQUELINE                     |                                       |          |
|  | 04/05/2017                          | UB refund for account: 02-00019600-00 | 65.82    |
| TOTAL FOR: FEE, JACQUELINE                     |                                     |                                       | 65.82    |
| -----  |                                     |                                       |          |
| 002650   | FUEL MANAGEMENT SYSTEM PACIFIC PRID |                                       |          |
|  | 1709001                             | PD GAS 3/31/17                        | 490.55   |
| TOTAL FOR: FUEL MANAGEMENT SYSTEM PACIFIC PRID |                                     |                                       | 490.55   |
| -----  |                                     |                                       |          |
| 000885   | KENDALL ELECTRIC INC                |                                       |          |
|  | S1051640669.001                     | DPW                                   | 9.31     |
|  | S105427139.002                      | STREETLIGHT PARTS                     | 511.19   |
| TOTAL FOR: KENDALL ELECTRIC INC                |                                     |                                       | 520.50   |
| -----  |                                     |                                       |          |
| 000017   | MASTERCARD                          |                                       |          |
|  | 2017-03                             | MARCH 2017 MASTERCARD                 | 18.00    |
| TOTAL FOR: MASTERCARD                          |                                     |                                       | 18.00    |
| -----  |                                     |                                       |          |
| 000077   | MCMMASTER-CAR SUPPLY                |                                       |          |
|  | 211226613                           | WR SUPPLIES                           | 149.80   |
| TOTAL FOR: MCMMASTER-CAR SUPPLY                |                                     |                                       | 149.80   |
| -----  |                                     |                                       |          |
| 004769   | MOORE ELECTRICAL SERVICES INC       |                                       |          |
|  | 101475                              | REPAIRED/REPLACED LIGHT AT CITY HALL  | 321.09   |
| TOTAL FOR: MOORE ELECTRICAL SERVICES INC       |                                     |                                       | 321.09   |
| -----  |                                     |                                       |          |
| 004256   | OLD DOMINION BRUSH COMPANY          |                                       |          |
|  | 0102055-IN                          | LEAF VACUUM IMPELLER AND INSERT       | 1,089.91 |
| TOTAL FOR: OLD DOMINION BRUSH COMPANY          |                                     |                                       | 1,089.91 |
| -----  |                                     |                                       |          |
| 000744   | OVERHEAD DOOR CO INC                |                                       |          |
|  | INVOHD000149346                     | SENSOR PROBLEM FIRE DEPT DOOR         | 150.00   |
| TOTAL FOR: OVERHEAD DOOR CO INC                |                                     |                                       | 150.00   |
| -----  |                                     |                                       |          |
| 001829   | PERCEPTIVE CONTROLS INC             |                                       |          |
|  | 12604                               | UPGRADE WIN-911 SCADA SOFTWARE        | 1,900.00 |
|  | 12605                               | CREDIT - WE PAID AN INVOICE TWICE     | (660.00) |
| TOTAL FOR: PERCEPTIVE CONTROLS INC             |                                     |                                       | 1,240.00 |
| -----  |                                     |                                       |          |
| 000004   | PLAINWELL AUTO SUPPLY INC           |                                       |          |
|  | 2017-03                             | MARCH 2017 STATEMENT                  | 1,327.32 |
| TOTAL FOR: PLAINWELL AUTO SUPPLY INC           |                                     |                                       | 1,327.32 |
| -----  |                                     |                                       |          |
| 001448   | PROFESSIONAL CODE INSPECTIONS       |                                       |          |
|  | 5363                                | MARCH 2017 PERMITS                    | 395.00   |
| TOTAL FOR: PROFESSIONAL CODE INSPECTIONS       |                                     |                                       | 395.00   |
| -----  |                                     |                                       |          |
| 002164   | R W MERCER CO.                      |                                       |          |
|  | 87176                               | NEW JUNCTION BOX @ AIRPORT            | 214.59   |
| TOTAL FOR: R W MERCER CO.                      |                                     |                                       | 214.59   |
| -----  |                                     |                                       |          |
| 000013   | RATHCO SAFETY SUPPLY INC            |                                       |          |
|  | 157293                              | STREET SIGNS                          | 225.00   |
|  | 157294                              | SIGN BRACKETS                         | 33.00    |
| TOTAL FOR: RATHCO SAFETY SUPPLY INC            |                                     |                                       | 258.00   |
| -----  |                                     |                                       |          |

|  |                                   |   |                 |
|--|-----------------------------------|---|-----------------|
| 001748                                       | REPUBLIC WASTE SERVICES           |   |                 |
|  | 0249-005450729                    | 4/1/17 - 4/30/17 DPW OFFICE RECYCLE     | 229.16          |
|  | 0249-005451249                    | 4/1/17 - 4/30/17 WR CITY OFFICE GARBAGE | 204.84          |
| TOTAL FOR: REPUBLIC WASTE SERVICES           |                                   |   | <u>434.00</u>   |
| -----  |                                   |   |                 |
| 000011                                       | SHOPPERS GUIDE INC                |   |                 |
|  | 2017-03                           | MARCH 2017 ART HOP 2017 CANS FOR CANIES | 119.44          |
| TOTAL FOR: SHOPPERS GUIDE INC                |                                   |   | <u>119.44</u>   |
| -----  |                                   |   |                 |
| 000370                                       | STATE SYSTEMS RADIO INC.          |   |                 |
|  | 157642                            | DPW RADIO TRUCK #15                     | 154.10          |
| TOTAL FOR: STATE SYSTEMS RADIO INC.          |                                   |   | <u>154.10</u>   |
| -----  |                                   |   |                 |
| 000269                                       | TIME EMERGENCY EQUIPMENT          |   |                 |
|  | 120225                            | PATCHES FOR FIRE DEPT                   | 46.32           |
| TOTAL FOR: TIME EMERGENCY EQUIPMENT          |                                   |   | <u>46.32</u>    |
| -----  |                                   |   |                 |
| 000500                                       | TRUCK & TRAILER SPECIALTIES, INC. |   |                 |
|  | C49254                            | #20 CABLE CONTROL                       | 413.67          |
| TOTAL FOR: TRUCK & TRAILER SPECIALTIES, INC. |                                   |   | <u>413.67</u>   |
| -----  |                                   |   |                 |
| 002653                                       | VAN MANEN OIL COMPANY             |   |                 |
|  | 2065322                           | REGULAR GAS 3/13/17                     | 610.40          |
|  | 2065323                           | DEISEL FUEL 3/13/17                     | 670.12          |
| TOTAL FOR: VAN MANEN OIL COMPANY             |                                   |   | <u>1,280.52</u> |
| -----  |                                   |   |                 |
| 000034                                       | VERIZON                           |   |                 |
|  | 9782709913                        | 2/24/17 - 3/23/17 PHONE/WIFI            | 111.92          |
|  | 9782709914                        | 2/24/17 - 3/23/17 CELL PHONE BILLS      | 980.49          |
| TOTAL FOR: VERIZON                           |                                   |   | <u>1,092.41</u> |
| -----  |                                   |   |                 |
| 002201                                       | VOSS LIGHTING                     |   |                 |
|  | 20157258-00                       | LIGHT BULBS                             | 116.64          |
| TOTAL FOR: VOSS LIGHTING                     |                                   |   | <u>116.64</u>   |
| -----  |                                   |   |                 |
| TOTAL - ALL VENDORS                          |                                   |   | 23,767.68       |

**INVOICE AUTHORIZATION**

**Person Compiling Report**

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.

Insert Signature:

**Cheryl Pickett**

Digitally signed by Cheryl Pickett  
DN: c=US, st=Michigan, l=Plainwell,  
o=City of Plainwell, ou=CoP, cn=Cheryl  
Pickett, email=cpickett@plainwell.org  
Date: 2017.04.06 09:18:22 -04'00'

**Brian Kelley, City Clerk/Treasurer**

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:

**Brian Kelley**

Digitally signed by Brian Kelley  
DN: c=US, st=MI, l=City of Plainwell,  
o=Internet Widgits Pty Ltd, cn=Brian  
Kelley, email=bkelley@plainwell.org  
Date: 2017.04.06 16:21:36 -04'00'

**Bryan Pond, Water Renewal Plant Supt.**

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  
DN: c=US, st=Michigan, l=Plainwell,  
o=City of Plainwell, ou=CoP, cn=Bryan  
Pond, email=bpond@plainwell.org  
Date: 2017.04.06 12:45:44 -04'00'

**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.

Insert Signature:

**Bill Bomar**

Digitally signed by Bill  
Bomar  
Date: 2017.04.06  
14:42:20 -04'00'

**Rick Updike, Public Works Supt.**

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:

**Rick Updike**

Digitally signed by Rick Updike  
DN: c=US, st=Michigan, l=Plainwell,  
o=City of Plainwell, cn=Rick Updike,  
email=rupdike@plainwell.org  
Date: 2017.04.06 17:42:50 -04'00'

**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.

Insert Signature:

**Erik Wilson**

Digitally signed by Erik Wilson  
DN: c=US, st=Michigan, l=Plainwell,  
o=City of Plainwell, ou=CoP, cn=Erik  
Wilson, email=ewilson@plainwell.org  
Date: 2017.04.07 10:34:51 -04'00'

04/06/2017

CHECK REGISTER FOR CITY OF PLAINWELL  
CHECK DATE FROM 03/28/2017 - 04/17/2017

| Check Date                                    | Check   | Vendor Name                         | Description                              | Amount    |
|---|---------|-------------------------------------|--|-----------|
| Bank APPNC PNC Accounts Payable Checking      |         |                                     |  |           |
| Check Type: EFT Transfer                      |         |                                     |  |           |
| 03/31/2017                                    | 435(E)  | PNC BANK (SERVICE CHARGE)           | MARCH 2017 BANK SERVICE CHARGES          | 106.44    |
| 04/05/2017                                    | 436(E)  | UNITED HEALTHCARE INSURANCE COMPANY | APRIL 2017 HEALTH PREMIUM - WHITNEY      | 176.55    |
| 04/05/2017                                    | 437(E)  | WORLDPAY                            | WORLDPAY MONTHLY CHARGES                 | 1.25      |
| 04/17/2017                                    | 438(E)  | CITY OF PLAINWELL                   | APRIL 2017 UTILITY BILLS - CITY WATER/SE | 231.09    |
| Total EFT Transfer:                           |         |                                     |  | 515.33    |
| APPNC TOTALS:                                 |         |                                     |  |           |
| Total of 4 Checks:                            |         |                                     |  | 515.33    |
| Less 0 Void Checks:                           |         |                                     |  | 0.00      |
| Total of 4 Disbursements:                     |         |                                     |  | 515.33    |
| Bank CBGEN Chemical Bank - General AP Account |         |                                     |  |           |
| Check Type: EFT Transfer                      |         |                                     |  |           |
| 03/28/2017                                    | 1085(E) | PNC BANK (CREDIT CARD)              | MARCH 2017 STATEMENT                     | 4,036.90  |
| 04/03/2017                                    | 1086(E) | CHEMICAL BANK                       | CHEMICAL BANK SERVICE CHARGES            | 99.79     |
| Total EFT Transfer:                           |         |                                     |  | 4,136.69  |
| Check Type: Paper Check                       |         |                                     |  |           |
| 03/29/2017                                    | 10705   | CONSUMERS ENERGY                    | 2/18/17 - 3/20/17 WR ELECTRIC BILL       | 6,008.83  |
| 03/29/2017                                    | 10706   | US BANK EQUIPMENT FINANCE (COPIER)  | CITY HALL COPIER APRIL 2017              | 147.00    |
| 03/29/2017                                    | 10707   | OTSEGO-PLAINWELL CHAMBER OF COMMERC | R. KEENEY/L. STEELE/R. BROOKS/D. SIEGEL  | 120.00    |
| 03/30/2017                                    | 10708   | POSTMASTER                          | TO MAIL THE UTILITY BILLS                | 562.63    |
| 04/01/2017                                    | 10709   | PRIORITY HEALTH                     | APRIL 2017 HEALTH INSURANCE              | 26,823.65 |
| 03/31/2017                                    | 10710   | POSTMASTER                          | 2017 PERMIT FEE                          | 225.00    |
| 03/31/2017                                    | 10711   | PITNEY BOWES (RENTAL ON METER)      | 4/1/17 - 6/30/2017 POSTAGE RENTAL ON MET | 81.00     |
| 04/05/2017                                    | 10712   | PETTY CASH                          | PETTY CASH REIMBURSEMENT                 | 222.61    |
| 04/06/2017                                    | 10748   | US BANK EQUIPMENT FINANCE (COPIER)  | APRIL 2017 DPW COPIER                    | 225.00    |
| Total Paper Check:                            |         |                                     |  | 34,415.72 |

CBGEN TOTALS:

Total of 10 Checks:

38,552.41

Less 0 Void Checks:

0.00

Total of 10 Disbursements:

38,552.41

REPORT TOTALS:

Total of 14 Checks:

39,067.74

Less 0 Void Checks:

0.00

Total of 14 Disbursements:

39,067.74

## 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  
DN: c=US, st=MI, l=City of Plainwell, o=Internet Widgits Pty Ltd, cn=Brian Kelley, email=bkelley@plainwell.org  
Date: 2017.04.06 14:56:56 -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  
DN: c=US, st=Michigan, l=Plainwell, o=City of Plainwell, ou=CoP, cn=Erik Wilson, email=ewilson@plainwell.org  
Date: 2017.04.07 10:34:24 -04'00'

## **Reports & Communications:**

### **A. Resolution 17-12 – Arbor Day:**

This is a resolution setting the annual arbor day tree planting celebration honoring a Plainwell citizen. This year, the planting/celebration is April 24, 2017 for Joe Dorgan.

**Recommended action:** Consider approving the Resolution as presented.

### **B. WR Clean and Painting – Secondary Pump Building:**

Superintendent Pond solicited proposals for cleaning and painting the inside of the secondary pump room. This is being funded from current operational appropriations..

**Recommended action:** Consider approving the low-bid from Modernistic Restoration for \$4,871 to clean and paint the secondary pump room.

### **C. DPW Roof Repairs at City Hall and the Mill:**

Superintendent Updike solicited prices to roof repairs at City hall and on selected Plainwell Papers roofs. The firms were asked to provide repairs to stop leaks. Two firms submitted proposals.

**Recommended action:** Consider approving low-bid from Carlyle Roofing for \$8,855 for roof repairs at City Hall and at the Mill.