

# City of Plainwell



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

Department of Administration Services  
211 N. Main Street  
Plainwell, Michigan 49080  
Phone: 269-685-6821 Fax: 269-685-7282  
Web Page Address: [www.plainwell.org](http://www.plainwell.org)

“The Island City”

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## AGENDA

### Plainwell City Council

Monday, November 11, 2024 - 7:00PM

Plainwell City Hall Council Chambers

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Roll Call
5. Approval of Minutes – 10/28/2024 Regular Meeting
6. Public Comments
7. Harvest Stroll Contest – *Winners: People’s Choice Award – Jaqua Realtors  
Best in Show Award – Bushel & a Peck*
8. Agenda Approval
9. Mayor’s Report
10. Recommendations and Reports:
  - A. Updated 2024-2025 Fines and Fees  
Council will consider adopting Resolution 2024-22 to update the 2024-2025 Fines and Fees schedule to include a Hydrant Access Fee.
  - B. Sale of used mowing equipment  
Council will consider approving City staff to market and sell two used lawn mowers that need repair.
11. Communications: The October Investment and Fund Balance Reports, the 9/10/2024 DDA/BRA/TIFA meeting minutes and the 9/12/2024 Parks & Trees meeting minutes.
12. Accounts Payable - \$181,502.38
13. Public Comments
14. Staff Comments
15. Council Comments
16. Adjournment

Agenda Subject to Change

Note: All public comment limited to two minutes, when recognized please rise and give your name and address.  
Plainwell is an equal opportunity provider and employer

MINUTES  
Plainwell City Council  
October 28, 2024

1. Mayor Keeler called the regular meeting to order at 7:00pm at the Department of Public Safety building.
2. Invocation: Given by Sean Fowler of Lighthouse Baptist Church
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Keeler, Mayor Pro Tem Steele, Councilmember Overhuel, Councilmember Keeney and Councilmember Wisnaski. Absent: None
5. Approval of Minutes:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 10/14/2024 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. County Commissioner Report: Commission Gale Dugan gave an update on happenings throughout Allegan County.
8. Agenda approval:  
**A motion by Steele, seconded by Overhuel, to approve the Agenda for the October 28, 2024 meeting as presented. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: Mayor Keeler shared that he had toured the Old Orchard and that things were looking good.
10. Recommendations and Reports:
  - A. Superintendent Pond discussed the purchase of gas sensing equipment for the Screen Building.  
**A motion by Keeney, seconded by Wisnaski, to approve the purchase of gas sensing equipment from USA Bluebook for \$10,846.20. On a roll call vote, all voted in favor. Motion passed.**
  - B. Superintendent Pond discussed the purchase and installation of an exhaust fan at Cushman Lift Station.  
**A motion by Wisnaski, seconded by Keeney, approving the purchase and installation of an exhaust fan from RW LaPine for \$6,406.00. On a roll call vote, all voted in favor. Motion passed.**
11. Communications:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the September 2024 Department of Public Safety and Water Renewal Reports. On a voice vote, all voted in favor. Motion passed.**
12. Accounts Payable:  
**A motion by Wisnaski, seconded by Keeney, that the bills be allowed and orders drawn in the amount of \$658,392.46 for payment of the same. On a roll call vote, all voted in favor. Motion passed.**
13. Public Comments: None.
14. Staff Comments:  
Community Development Manager Siegel reminded everyone about all the exciting events upcoming for the City. Indoor Farmer's Market begins 11/9 and Ladies. Leaves and Laughter is on 11/08. There is an upcoming Shop Local event as well as the tree lighting ceremony,

Deputy Superintendent Keyser shared that he is working on winterization and maintenance projects.

Superintendent Pond shared that training is going well for Deputy Superintendent Keyser.

Director Callahan reminded everything to be watchful for kids on Halloween, noting that Bridge St is a popular area for trick or treaters. Most kids go door to door from 5pm until 9pm.

**MINUTES**  
**Plainwell City Council**  
**October 28, 2024**

Clerk Leonard stated that Early Voting has had a record turnout, and everything is going well.

City Manager Lakamper noted that the Old Orchard project is wrapping up for the season. The contractors will be back in the spring to address any remaining issues. The newly formed Old Mill Committee met and discussed an overlay district for the Mill site, discussed zoning, and possible development options. Plainwell has posted a job opening for a new Finance Director, which can be found on the City website. Sigs have been ordered for Brook's Plaza. Consumer's Power was called in to repair a gas leak near Hicks park.

15. Council Comments:

Mayor Pro-Tem Steele thanked Finance Director Kelley for his years of service to Plainwell, noting she was sad to see him leave.

Councilmember Overhuel also thanked Finance Director Kelley, and will miss him.

Councilmember Keeney thanked Finance Director Kelley, stating it has been a pleasure working together over the years.

Councilmember Wisnaski congratulated Finance Director Kelley and wished him well.

16. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 7:27pm. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
JoAnn Leonard  
City Clerk

MINUTES APPROVED BY CITY COUNCIL  
November 11, 2024

\_\_\_\_\_  
JoAnn Leonard, City Clerk

## Congratulations to the winners of the 2024 Harvest Stroll Contest

Peoples Choice Award: Jaqua Realtors



Best in Show: Bushel & A Peck





## “The Island City”

## MEMORANDUM

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

TO: City Council / Justin Lakamper, City Manager  
FROM: Brian Kelley, Finance Director / City Treasurer  
DATE: November 7, 2024  
SUBJECT: Updated 2024-2025 Fines and Fees

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**SUGGESTED MOTION:** I motion to adopt Resolution 2024-22 to update the 2024-2025 Fines and Fees schedule to include a Hydrant Access Fee.

**BACKGROUND INFORMATION:** Each year, as part of the current year budget process, all fines and fees are reviewed and adjusted as needed to cover costs. On occasion, Department Heads and City Administration identify new processes that should be included on the Fines and Fees Schedule.

**ANALYSIS:** The Department of Public Works “sells” bulk water supplied directly from its facility and those costs are covered in the Fines and Fees schedule. The same bulk water could be delivered from fire hydrants using a meter and related equipment. This would help contractors and developers to get needed water for projects without having to constantly drive to the DPW facility and fill a tanker truck.

The cost of providing water through a fire hydrant should include potential damage to the hydrant itself and the meter used to gauge the water used from the hydrant. DPW Superintendent Nieuwenhuis had identified the replacement cost of a fire hydrant and the meter to be approximately \$8,000. The Public Works Staff would be responsible for installation of the hydrant meter and the inspection of the equipment before an after use by the contractor.

It is recommended that the new Hydrant Access Fee be set at \$8,000 and that it be shown as a deposit to be paid before installing the hydrant meter. Once the project is complete and the DPW staff inspects the equipment, a portion of the deposit could be refunded. The maximum amount of the refund would be \$7,600 (95% of the deposit) and adjusted for any damages caused by the contractor. The amount of refund would be determined by the DPW Superintendent and/or the City Manager.

**BUDGET IMPACT:** The new fee would be unanticipated revenue in the current year budget.

**City of Plainwell**  
**Allegan County, Michigan**  
**Resolution No. 2024-22**

**WHEREAS**, the Plainwell City Council has reviewed the various fees and fines currently levied by the City;

**IT IS HEREBY RESOLVED THAT** effective July 1, 2024 the following fees and fines shall be in effect:

|  |  |
|--|--|
| <b>Basic Reports (UD10) (NFRS 1)</b>                     | \$5.00 per request                                 |
| <b>Other Reports</b>                                     | Based on Search and Copy Time                      |
| <b>Preliminary Alcohol Breath Test</b>                   | \$10.00 per request                                |
| <b>Bail / Bond Administration Fee</b>                    | \$10.00 per request                                |
| <b>Fingerprints (Ink only)</b>                           | \$10.00 per request                                |
| <b>Sex Offender Registration Fee</b>                     | per current State of Michigan rates levied         |
| <b>Right of Way Permit (Contractor / Street Opening)</b> | \$25.00 per request                                |
| <b>Parking Permit</b>                                    | \$25.00 per request                                |
| <b>Special Event Permit Application Fee</b>              | \$50.00 per application                            |
| <b>Parks Facility Reservations</b>                       | depending on facility and amenities on application |

**Subpoena and/or Witness Compensation:** per current State of Michigan rates

**Parking Fines:**

|                       |                       |
|-----------------------|-----------------------|
| Lots                  | \$10.00 per violation |
| Prohibited            | \$10.00 per violation |
| Wrong Side            | \$10.00 per violation |
| Double                | \$10.00 per violation |
| 30' Stop Sign         | \$10.00 per violation |
| 15' Hydrant           | \$15.00 per violation |
| On Street – 2am - 5am | \$10.00 per violation |
| Other:                | \$10.00 per violation |

**Parking Fines shall triple if fine not paid within ten (10) calendar days.**

**Door-Door Sales:**

|                   |                          |
|-------------------|--------------------------|
| less than 1 month | \$20.00 per week         |
| one month         | \$50.00 per application  |
| three months      | \$100.00 per application |
| six months        | \$175.00 per application |
| annual            | \$350.00 per application |

**Returned Payment Fee (check/ACH/credit card)** \$25.00 per payment

**Vehicle Mileage Reimbursement** per current IRS standard mileage rate

**Absent Voter Listing** \$25.00 for each listing for any election

**Notary Services**

Residents No charge  
Non-residents \$5.00 per stamp/seal

**Copies**

CD's or DVD's \$0.25 per page \$40.00  
Digital Photos \$5.00 (3 x 5) or \$10.00 (8 x 10)

**Faxed/Mailed Information Request** \$1.00 per page

**Marriages:** \$25.00

**Applications:**

Zoning Permit Application \$20.00 per application  
Back Yard Chicken Application (adopted 09/09/2024) \$35.00 per application  
Tax Exemption Applications (eg Act 198 or CRD) \$300.00 per application  
Re-zoning Application \$250.00 per application  
Variance Application \$150.00 per application  
Special Use Application \$100.00 per application

**Site Plan Review:**

Change of Use \$20.00 per review  
Minor Review \$50.00 per review  
Major Review \$50.00 plus cost of staff and consults per review  
ZBA Appeals \$100.00 per application

**Water Turn-On Turn-Off Fee:**

Turn On/ Turn Off – non-emergency (snowbirds) \$8.00 per turn  
Delinquency Fee for past-due accounts on shut-off list \$50.00  
Call Out Fee for Turn On After Hours \$150.00

**Water Connection Fees:**

1" \$1,950.00  
1 ½" \$2,500.00  
2" \$2,750.00  
Over 2" \$2,750.00 plus time and materials  
Fire Suppression Fee Regular connection fee plus \$2,500.00

**Meter Fees:**

¾", 1", 1 ½", 2", 3", 4" Based on meter size plus setup per vendor pricing at time of purchase

**Hydrant Access Fee:** \$8,000 deposit required

Up to 95% of the deposit can be refunded, dependent upon inspection of equipment after the hydrant meter is removed. This fee does not include water usage.

**IPP Fees** As Set by Ordinance #274 to be charged annually  
Permit Fees \$700.00 Significant Industrial Users  
\$350.00 Non-significant Users

**Sewer Connection Fees:** \$2,500.00

All other fees and costs will be handled in accordance with the Freedom of Information Act Policy as adopted by the City of Plainwell.

YES: Steele, Overhuel, Keeney, Wisnaski, Keeler

NO: None

ABSENT: None

**Resolution Declared Adopted** – September 23<sup>rd</sup>, 2024

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**JoAnn Leonard, City Clerk**

CERTIFICATE:

I the undersigned being the duly qualified Clerk of the City of Plainwell, Allegan County Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Plainwell, Michigan, at a regular meeting of the City Council held on the 23<sup>rd</sup> day of September 2024.

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**JoAnn Leonard, City Clerk**





## “The Island City”

## MEMORANDUM

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

TO: City Council / Justin Lakamper, City Manager  
FROM: Luke Keyzer, Deputy Supt. Water Renewal  
DATE: November 7, 2024  
SUBJECT: Sale of used mowing equipment

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**SUGGESTED MOTION:** I motion to approve City staff to market and sell two used lawn mowers that need repair.

**BACKGROUND INFORMATION:** These mowers are both in need of repair and have been replaced by newer models. The 2019 Exmark Lazer Z has 1268 hours on it and needs an engine. The estimated to replace the engine is \$4000. A new mower can be purchased for \$11,000.

The 1987 Toro 322 D has been a parts vehicle for many years. It has had numerous parts taken from it, and is no longer a functional mower.

**ANALYSIS:** We are looking for approval to sell both mowers at an auction house. We will have a best offer on the Toro and have a minimum of \$1500 on the Exmark.

**BUDGET IMPACT:** There will be no impact to the budget.

## Investment Activity Report



“The Island City”

### City of Plainwell

Investment Portfolio Detail - Unaudited

at: 10/31/2024

#### Brian Kelley, Finance Director/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  
Date: 2024.11.02 17:03:27 -04'00'

|    | Investment Type    | CUSIP | Principal Purchase | Monthly Interest Earned | Institution or Bank            | Contact Name and Number        | Purchase Date | Maturity Date | Yield | Remaining Days to Maturity |
|----|--------------------|-------|--------------------|-------------------------|--------------------------------|--------------------------------|---------------|---------------|-------|----------------------------|
| 1  | Pooled Investment* | N/A   | \$2,131,201        | \$9,736.91              | Michigan Class                 | Jeff Anderson - 616.244.9376   | 03/28/2016    |               | 5.37% |                            |
| 2  | 12-month CD        | N/A   | \$54,443           | \$227.88                | Consumers Credit Union         | Leah Patrick - 269.345.7804    | 11/22/2023    | 11/22/2024    | 5.25% | 22                         |
| 3  | 12-month CD        | N/A   | \$54,443           | \$227.88                | Consumers Credit Union         | Leah Patrick - 269.345.7804    | 11/22/2023    | 11/22/2024    | 5.25% | 22                         |
| 4  | 365-Day CD         | N/A   | \$91,419           | \$0.00                  | First National Bank            | Doug Johnson - 616.538.6040    | 11/16/2023    | 11/16/2024    | 5.05% | 16                         |
| 5  | 365-Day CD         | N/A   | \$245,405          | \$962.37                | Grand River Bank               | Christy Vierzen - 616.259.1322 | 06/10/2024    | 06/10/2025    | 4.90% | 222                        |
| 6  | 30-Day CD          | N/A   | \$27,155           | \$657.52                | Horizon Bank                   | Karen Poff 833.729.0887        | 10/22/2024    | 11/21/2024    | 5.06% | 21                         |
| 7  | 30-Day CD          | N/A   | \$157,042          | \$3,199.10              | Horizon Bank                   | Karen Poff 833.729.0887        | 10/22/2024    | 11/21/2024    | 5.06% | 21                         |
| 8  | 90-Day CD Renewal  | N/A   | \$242,315          | \$885.24                | Northstar Bank                 | Julie Smith - 810.329.7104     | 09/30/2024    | 12/30/2024    | 4.40% | 60                         |
| 9  | 13-month CD        | N/A   | \$175,725          | \$653.02                | Southern Michigan Bank & Trust | Aimee Kornowicz 269.279.3568   | 10/03/2023    | 10/30/2024    | 4.55% | -1                         |
| 10 | 13-month CD        | N/A   | \$10,499           | \$39.01                 | Southern Michigan Bank & Trust | Aimee Kornowicz 269.279.3568   | 10/03/2023    | 10/30/2024    | 4.55% | -1                         |
| 11 |                    |       |                    |                         |                                |                                |               |               |       |                            |
| 12 |                    |       |                    |                         |                                |                                |               |               |       |                            |
| 13 |                    |       |                    |                         |                                |                                |               |               |       |                            |
| 14 |                    |       |                    |                         |                                |                                |               |               |       |                            |
| 15 |                    |       |                    |                         |                                |                                |               |               |       |                            |

Total Investments: \$3,189,646.88      \$16,588.93 = Monthly investment interest

Average Yield: 4.94%

#### Cash Activity for the Month

Cash, beginning of month: \$3,152,559.82

\$5,166.83 = Monthly bank account interest

Cash, end of month: \$3,240,819.89

Cash and Investments, end of month: \$6,430,466.77      \$21,755.76 = Total monthly interest earned

#### Justin Lakamper, 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:

**Justin Lakamper**

Digitally signed by Justin Lakamper  
Date: 2024.11.07 10:01:17 -05'00'

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

**ESTIMATED CASH BALANCE/FUND BALANCE REPORT**

MONTH ENDED: **10/31/2024**  
 % OF FISCAL YEAR: **33.70%**

**\* - Amounts taken from audited financial statements as of June 30, 2023**

\*\* - 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

| FUND                   | AUDITED FIGURES AS OF MOST RECENT AUDIT * |                  | CURRENT YEAR PERFORMANCE - UNAUDITED *** |                                 | ESTIMATED FUND BALANCE (AUDIT FB + ACT REV - ACT EXP) | TOTAL RECONCILED CASH AND INVESTED FUNDS | CURRENT YEAR AMENDED BUDGET EXP | EXPENSE BUDGET USED |
|------------------------|---|------------------|--|---------------------------------|---|--|---------------------------------|---------------------|
|                        | CASH AND INVESTED FUNDS BALANCE           | FUND BALANCE     | ACTUAL REVENUE YTD - CASH BASIS          | ACTUAL EXPENSE YTD - CASH BASIS |   |  |                                 |                     |
| General                | 466,673                                   | 538,616          | 1,616,907                                | 920,502                         | 1,235,021   | 1,946,937                                | 2,784,393                       | 33.06%              |
| Major Streets          | 287,707                                   | 183,988          | 75,499                                   | 50,240                          | 209,246   | 227,876                                  | 373,067                         | 13.47%              |
| Local Streets          | 343,961                                   | 338,397          | 32,684                                   | 216,008                         | 155,073   | 383,861                                  | 529,547                         | 40.79%              |
| Solid Waste            | 22,000                                    | 18,626           | 221,210                                  | 68,684                          | 171,152   | 217,330                                  | 227,074                         | 30.25%              |
| Brownfield BRA         | 141,700                                   | 68,836           | 60,308                                   | 55,366                          | 73,778  | 7,979                                    | 151,210                         | 36.62%              |
| Tax Increment TIFA     | 149,891                                   | 147,581          | 122,429                                  | 17,873                          | 252,137   | 305,068                                  | 52,422                          | 34.09%              |
| Downtown DDA           | 102,223                                   | 100,155          | 94,158                                   | 21,085                          | 173,228   | 226,995                                  | 88,342                          | 23.87%              |
| Stimulus Fund ARPA     | 410,964                                   | 14,044           | -  | -                               | 14,044  | -  | -                               | #DIV/0!             |
| Revolving Loan         | 30,592                                    | 62,655           | 2,041                                    | -                               | 64,696  | 53,210                                   | 10,000                          | 0.00%               |
| Capital Improvement    | 62,735                                    | 62,735           | 104,728                                  | 26,667                          | 140,796   | 155,327                                  | 86,113                          | 30.97%              |
| Fire Reserve           | 76,887                                    | 76,887           | 104,214                                  | 24,514                          | 156,586   | 124,880                                  | 77,141                          | 31.78%              |
| Airport                | 43,387                                    | 50,958           | 25,229                                   | 26,305                          | 49,883  | 29,623                                   | 89,517                          | 29.39%              |
| Sewer                  | 811,289                                   | 783,145          | 607,311                                  | 1,095,758                       | 294,698   | 1,076,790                                | 2,662,983                       | 41.15%              |
| Water                  | 264,455                                   | 94,318           | 370,588                                  | 1,004,210                       | (539,304)   | 1,483,675                                | 1,824,499                       | 55.04%              |
| Motor Pool / Equipment | 39,502                                    | 32,573           | 149,114                                  | 105,733                         | 75,955  | 86,387                                   | 254,435                         | 41.56%              |
| OPEB**                 | 76,408                                    | 76,659           | 19,440                                   | 8,827                           | 87,272  | 104,529                                  | 59,061                          | 14.95%              |
|                        | <b>3,330,374</b>                          | <b>2,650,173</b> | <b>3,605,861</b>                         | <b>3,641,773</b>                | <b>2,614,261</b>                                      | <b>6,430,467</b>                         | <b>9,269,804</b>                | <b>39.29%</b>       |

| Justin Lakamper, City Manager   | Brian Kelley, Finance Director/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:<br><br><div style="text-align: right;">  <p>Justin Lakamper<br/>                         Digitally signed by Justin Lakamper<br/>                         Date: 2024.11.07 10:01:00 -05'00'</p> </div> | Insert Signature:<br><br><div style="text-align: right;">  <p>Brian Kelley<br/>                         Digitally signed by Brian Kelley<br/>                         Date: 2024.11.02 17:02:57 -04'00'</p> </div> |

**Minutes**  
**Plainwell DDA, BRA, and TIFA**  
**September 10, 2024**

1. Call to Order: Meeting was called to order at 7:30 a.m. by Larabel
2. Pledge of Allegiance
3. Roll Call:  
**Members Present:** Randy Wisnaski, Kevin Seckel, Nick Larabel , Jim Turley, Adam Hopkins  
**Excused:** Cathy Green, , Paul Rizzo, Justin Lakamper
4. Approval of Minutes from 08/13/24: **A motion was made by Turley to approve the minutes and place on file, seconded by Hopkins.**
5. General Public: None
6. Chairman's Report: None
7. BRA Action Items
  - A. Discussion and information provided by Larabel and Siegel about the AD Hoc Committee for the Mill Site
  - B. **Motion to accept accounts payable for August of \$17,790.67 was made by Seckel and seconded by Turley. All in favor vote. Motion passed.**
8. DDA Action Items
  - A. **Discussion regarding repair or replacement of Clock. Siegel will bring back more information regarding a warranty if repaired or if the purchase of a new clock would be more cost-efficient in the long run.**
  - B. **Motion to accept accounts payable for August of \$2,866.59 was made by Larabel and seconded by Turley. All in favor vote.**
9. TIFA Action Items
  - A. **Siegel provided detailed information on the Dedication Ceremony.**
  - B. **Motion to accept accounts payable for August of \$2,360.84 was made by Larabel and seconded by Seckel. All in favor vote. Motion carried.**
9. Communications: 07/22/24; 08/12/24 Council Minutes and the Financial Report/Summary as of 8/31/2024
10. Public Comments: None
11. Staff Comments: Updates were given by Siegel, Community Development Manager development of DDA properties, TIFA properties and Commercial Development (Holiday Inn Express) on 12<sup>th</sup> St.; T-Mobile Grant for Fire Pit was not successful; Update on upcoming events.
12. Member Comments: None
13. Adjournment: **A Motion to adjourn the meeting was made by Wisnaski and seconded by Hopkins at 8:07 a.m.**

Submitted by Denise Siegel, Community Development Manager

**MINUTES  
CITY OF PLAINWELL  
PARKS & TREES COMMISSION  
September 12, 2024**

1. Marsha Keeler called the meeting to order at 5:05 PM.
2. Roll Call: Present: Marsha Keeler, Shirley DeYoung, Cory Redder and Public Works Superintendent Bob Nieuwenhuis and Council Member Todd Overhuel. Absent: Matthew Bradley, Bunny LaDuke.

3. Approval of Minutes:

***Bob Nieuwenhuis moved to accept and place on file the minutes of, August 15, 2024. Shirley DeYoung supported the motion. On voice vote, motion carried unanimously.***

4. Parks:

Bob reported that:

- The exercise equipment that was put in Sherwood Park is being used.
- Basketballs are going in the river from the little kid's part of the basketball courts.
- We will be putting more mulch in the dog park soon.
- There has been a request for a sign to go up in "Brooks Plaza"

Sherwood Park Maintenance Report – Shirley DeYoung

Shirley reported that she was in the park today and it looks great. She noticed that the guys were patching the entrance while she was there and it looked good.

Pell Park Maintenance Report – Marsha Keeler

Marsha reported that she was there this week and it looks good.

Hicks Park Maintenance Report – Matthew Bradley

Matthew was unable to attend the meeting. Shirley and Marsha said the park looked good.

Cook Park Maintenance Report – Cory Redder

Cory reported that the trees in Upper Cook Park look really bad from the construction crew. He said the lower portion of the park looks good.

Kenyon Park Maintenance Report – Bob Nieuwenhuis

Bob/Todd reported that Rocket Football group are still using the park. Nothing else has changed.

Darrow Park Maintenance Report – Bunny LaDuke

Bunny was unable to attend the meeting. Marsha & Shirley said it looked good when they drove by the park.

Riverwalk, Band Shell & CBD Maintenance Report – Cory Redder

Cory reported that there was nothing new to report. He noticed the beds were cleaned up.

5. New Business

- A. Sign Ideas for memorials in the parks: Shirley said she recently was at the Columbia River State Park and they had plastic numbers on the trees and there was a sign that you could reference with the information about the tree and who it was dedicated to. No one else had anything.

6. Open Business

A. Erosion Issues: Cory said that he had emails from Lois and Matt Diana of the DNR letting him know that Lois had misunderstood Matt regarding the grant money that was available for the erosion. The State of Michigan (EGLE) or Natural Resource may have a grant if it is lumped in to do work in the parks too.

7. Public Comments  
None.

8. Staff Comments  
None.

9. Chairman's Report  
None.

10. Commissioners' Comments  
Shirley DeYoung and Marsha Keeler let the board know that they would be meeting with Betty of the greenhouse to put the flower order in for next year next week sometime.

11. Items for Next Agenda: None.

12. Next Meeting  
The next meeting will be Thursday, October 17, 2024 at 5 PM.

13. Adjournment

***Shirley DeYoung moved to adjourn the meeting. Cory Redder supported the motion. On voice vote, motion carried unanimously.***

There being no further business, the meeting adjourned at 5:26 PM.

Minutes Respectfully Submitted,  
Cheryl Pickett

11/07/2024 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL  
 INVOICE ENTRY DATES 10/25/2024 - 11/07/2024  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

| Vendor Code                             | Vendor Name                  | Inv. Date | Invoice | Description   | Amount    |
|---|------------------------------|-----------|---------|---|-----------|
| 000004                                  | PLAINWELL AUTO SUPPLY INC    |           |         |   |           |
| 10/22/2024                              | 726372                       |           |         | DPW - OIL FILTER #62 AB                                 | 8.85      |
| 10/23/2024                              | 726495                       |           |         | DPW - OIL FILTER RETURN/ELECTRICAL TAPE AS              | 16.73     |
| 11/05/2024                              | 727397                       |           |         | WR - BATTERY LK   | 48.49     |
| TOTAL FOR: PLAINWELL AUTO SUPPLY INC    |                              |           |         |   | 74.07     |
| 000009                                  | CONSUMERS ENERGY             |           |         |   |           |
| 11/02/2024                              | 201809661301                 |           |         | STREET LIGHT ELECTRICITY OCTOBER 2025                   | 1,918.19  |
| 11/02/2024                              | 206525787117                 |           |         | EMERGENCY SIREN ELECTRICITY OCGTOBER 2024               | 2.11      |
| 11/02/2024                              | 206525787146                 |           |         | TRAFFIC LIGHT ELECTRICITY OCTOBER 2024                  | 50.70     |
| 11/02/2024                              | 206525787147                 |           |         | STREET LIGHTS ELECTRICITY OCTOBER 2024                  | 2,232.42  |
| 11/02/2024                              | 206525787987                 |           |         | STREET LIGHT ELECTRICITY OCTOBER 2024                   | 92.72     |
| 11/02/2024                              | 206614781848                 |           |         | CITY SIGNS ELECTRIC SERVICE OCTOBER 2024                | 49.62     |
| TOTAL FOR: CONSUMERS ENERGY             |                              |           |         |   | 4,345.76  |
| 000014                                  | MICHIGAN GAS UTILIITIES CORP |           |         |   |           |
| 10/18/2024                              | 5221041320                   |           |         | AIRPORT GAS SERVICE 9/18 - 10/17/2024                   | 47.90     |
| TOTAL FOR: MICHIGAN GAS UTILIITIES CORP |                              |           |         |   | 47.90     |
| 000034                                  | VERIZON                      |           |         |   |           |
| 10/23/2024                              | 9977058192                   |           |         | CITY CELL / HOT SPOT SERVICE SEPT 24 TO OCT 23 2024     | 167.25    |
| 10/23/2024                              | 9977058193                   |           |         | EOC/DPS PHONE SERVICE 9/24 - 10/23/2024                 | 154.08    |
| TOTAL FOR: VERIZON                      |                              |           |         |   | 321.33    |
| 000077                                  | MCMaster-CARR SUPPLY         |           |         |   |           |
| 10/21/2024                              | 35206720                     |           |         | WR - V-BELT/12' LONG DUSTER LK                          | 40.63     |
| TOTAL FOR: MCMaster-CARR SUPPLY         |                              |           |         |   | 40.63     |
| 000087                                  | BILL G BOMAR                 |           |         |   |           |
| 11/01/2024                              | 2024.11                      |           |         | RETIREE HEALTH PREMIUMS NOVEMBER 2024 BOMAR             | 348.80    |
| TOTAL FOR: BILL G BOMAR                 |                              |           |         |   | 348.80    |
| 000100                                  | SIEGFRIED CRANDALL PC        |           |         |   |           |
| 10/31/2024                              | 115995                       |           |         | ADMIN - AUDITING SERVICES FOR THE YEAR ENDED 06/30/2024 | 12,000.00 |
| TOTAL FOR: SIEGFRIED CRANDALL PC        |                              |           |         |   | 12,000.00 |
| 000115                                  | CMP DISTRUBUTORS INC         |           |         |   |           |
| 04/04/2024                              | 014523                       |           |         | DPS - DEPARTMENT WEAPONS NET OF TRADE IN VALUE - KC     | 1,251.00  |
| TOTAL FOR: CMP DISTRUBUTORS INC         |                              |           |         |   | 1,251.00  |
| 000131                                  | KEVIN CHRISTENSEN            |           |         |   |           |
| 11/01/2024                              | 2024.11                      |           |         | RETIREE PREMIUMS NOVEMBER 2024 CHRISTENSEN              | 207.70    |
| TOTAL FOR: KEVIN CHRISTENSEN            |                              |           |         |   | 207.70    |
| 000153                                  | FLEIS & VANDENBRINK INC      |           |         |   |           |
| 10/23/2024                              | 71348                        |           |         | PROFESSIONAL SERVICES SEPTEMBER 2024 OLD ORCHARD JL     | 48,806.28 |

|  |                                   |   |           |
|--|-----------------------------------|---|-----------|
| 10/23/2024                                   | 71354                             | PROFESSIONAL SERVICES SEPTEMBER 2024 S MAIN ST          | 7,359.83  |
| TOTAL FOR: FLEIS & VANDENBRINK INC           |                                   |   | 56,166.11 |
| <hr/>  |                                   |   |           |
| 000164                                       | ETNA SUPPLY CO INC                |   |           |
| 11/05/2024                                   | S105889984.001                    | DPW - 2" OMNI+ T2 METER / 2 METER FLAG SETS - WK        | 1,420.00  |
| 10/22/2024                                   | S105942258.001                    | DPW - 3" METER FOR HOLIDAY INN WK                       | 2,898.75  |
| 10/30/2024                                   | S105956082.001                    | DPW - SENSUS ANNUAL MAINTENANCE/SUPPORT                 | 3,700.00  |
| TOTAL FOR: ETNA SUPPLY CO INC                |                                   |   | 8,018.75  |
| <hr/>  |                                   |   |           |
| 000189                                       | BRYAN POND                        |   |           |
| 11/01/2024                                   | 2024.10.14                        | WR - REIMBURSEMENT SHOE ALLOWANCE BP/JL                 | 225.00    |
| TOTAL FOR: BRYAN POND                        |                                   |   | 225.00    |
| <hr/>  |                                   |   |           |
| 000243                                       | JIFFY PRINT                       |   |           |
| 10/09/2024                                   | 10/09/2024                        | H2O Prjoect maps  | 7.50      |
| 10/29/2024                                   | 23882                             | DPS - VARLEY BUSINESS CARDS - JV                        | 208.60    |
| TOTAL FOR: JIFFY PRINT                       |                                   |   | 216.10    |
| <hr/>  |                                   |   |           |
| 000370                                       | STATE SYSTEMS RADIO INC           |   |           |
| 10/29/2024                                   | 161319                            | DPW - RADIO FOR TRUCK 19A - RN                          | 342.10    |
| TOTAL FOR: STATE SYSTEMS RADIO INC           |                                   |   | 342.10    |
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| 000500                                       | TRUCK & TRAILER SPECIALTIES, INC. |   |           |
| 10/24/2024                                   | DRO006174                         | DPW - HYDRAULIC PRESSURE FLOW/REPAIR PUMP TRUCK 16 - RN | 997.00    |
| 10/31/2024                                   | DSO015267                         | DPW - CUTTING EDGES / CYLINDER - AB                     | 956.17    |
| TOTAL FOR: TRUCK & TRAILER SPECIALTIES, INC. |                                   |   | 1,953.17  |
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| 000531                                       | CUMMINS SALES AND SERVICE         |   |           |
| 10/26/2024                                   | S3-24102011                       | DPW - WELL GENERATOR MAINTENANCE - BP                   | 1,057.39  |
| 10/26/2024                                   | S3-241021012                      | DPW - GENERATOR MAINTENANCE - BP                        | 606.59    |
| 10/29/2024                                   | S3-241021153                      | WR - 12TH ST LIFT STATION GENERATOR MAINTENANCE - BP    | 601.13    |
| 10/29/2024                                   | S3-241021154                      | DPS - GENERATOR MAINTENANCE - BP                        | 924.96    |
| 10/30/2024                                   | S3-241021330                      | ADMIN - PORTABLE GENERATOR MAINTENANCE - BP             | 925.70    |
| 10/30/2024                                   | S3-241021379                      | WR - GENERATOR MAINTENANCE PLANT - BP                   | 775.11    |
| 10/31/2024                                   | S3-241021468                      | WR - CUSHMAN ST LIFT STATION GENERATOR MAINTENANCE - BP | 541.21    |
| TOTAL FOR: CUMMINS SALES AND SERVICE         |                                   |   | 5,432.09  |
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| 000708                                       | CARLETON EQUIPMENT CO.            |   |           |
| 10/22/2024                                   | 10/22/2024                        | Oil filter/Air filter skid steer                        | 60.81     |
| TOTAL FOR: CARLETON EQUIPMENT CO.            |                                   |   | 60.81     |
| <hr/>  |                                   |   |           |
| 000843                                       | B & C TROPHY                      |   |           |
| 10/04/2024                                   | 10/04/2024                        | Chris Haas Award  | 6.50      |
| 10/30/2024                                   | 764                               | WR - EMBROIDERY - LK                                    | 40.00     |
| TOTAL FOR: B & C TROPHY                      |                                   |   | 46.50     |
| <hr/>  |                                   |   |           |
| 000897                                       | SHERWIN WILLIAMS CO               |   |           |
| 10/29/2024                                   | 6934-5                            | WR - GALLON BROWN PAINT BP                              | 48.99     |
| TOTAL FOR: SHERWIN WILLIAMS CO               |                                   |   | 48.99     |
| <hr/>  |                                   |   |           |
| 000910                                       | GRAINGER                          |   |           |
| 10/18/2024                                   | 9285613411                        | WR - GAS METER ENCLOSURE BP                             | 1,035.47  |
| TOTAL FOR: GRAINGER                          |                                   |   | 1,035.47  |
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| 000947                                     | WYOMING ASPHALT PAVING INC.     |  |          |
| 10/21/2024                                 | 2024-627                        | DPW - 1YD TOP LOCAL POTHOLES CP                                    | 69.01    |
| TOTAL FOR: WYOMING ASPHALT PAVING INC.     |                                 |  | 69.01    |
| 001369                                     | UNITED STATES POSTAL SERVICE    |  |          |
| 10/16/2024                                 | 10/16/2024                      | Postage to crime lab 24-2481                                       | 6.20     |
| TOTAL FOR: UNITED STATES POSTAL SERVICE    |                                 |  | 6.20     |
| 001645                                     | ALEXANDER CHEMICAL CORPORATION  |  |          |
| 10/25/2024                                 | 87880                           | WR - 4 CYLINDERS CHLORINE / 4 CYLINDERS SULFUR DIOXIDE - BP        | 1,555.12 |
| 10/30/2024                                 | 88092                           | WR - CHLORINE CYLINDER RENTAL OCTOBER 2024 - BP                    | 14.00    |
| TOTAL FOR: ALEXANDER CHEMICAL CORPORATION  |                                 |  | 1,569.12 |
| 001748                                     | REPUBLIC SERVICES               |  |          |
| 10/25/2024                                 | 0249-008375152                  | DPW - TWO CONTAINERS NOVEMBER 2024                                 | 433.77   |
| 10/25/2024                                 | 0249-008375445                  | WR - TWO CONTAINERS NOVEMBER 2024                                  | 285.00   |
| TOTAL FOR: REPUBLIC SERVICES               |                                 |  | 718.77   |
| 002002                                     | USABUEBOOK                      |  |          |
| 10/28/2024                                 | INV00525435                     | WR - ALL WEATHER SAMPLER - LK                                      | 9,426.60 |
| 10/30/2024                                 | INV00528084                     | WR - CALIBRATION SAMPLE TUBING ./ CALGAS 58L HYDROGEN SULFIDE - LK | 188.64   |
| 10/31/2024                                 | INV00529527                     | WR - CALGAS 205L METHANE 2.5% - LK                                 | 137.65   |
| TOTAL FOR: USABUEBOOK                      |                                 |  | 9,752.89 |
| 002116                                     | CHARTER COMMUNICATIONS          |  |          |
| 10/14/2024                                 | 005584501101424                 | DPS - INTERNET/TV OCTOBER 2024                                     | 297.71   |
| TOTAL FOR: CHARTER COMMUNICATIONS          |                                 |  | 297.71   |
| 002123                                     | H & H AUTO BODY LLC             |  |          |
| 10/10/2024                                 | 2024.10.10                      | DPW - CAR 5 2021 TAHOE *6452 REAR BUMPER KC/CP                     | 2,263.03 |
| TOTAL FOR: H & H AUTO BODY LLC             |                                 |  | 2,263.03 |
| 002281                                     | HOME DEPOT                      |  |          |
| 10/23/2024                                 | 0012781                         | DPW - SHED FOR OLD ORCHARD CP                                      | 1,665.02 |
| 10/03/2024                                 | 0114549                         | DPW - 2GAL HYDRANGESA(4) CP  | 59.96    |
| 10/02/2024                                 | 1121683                         | DPW - MUMS FOR DOWNTOWN (9) CP                                     | 47.16    |
| 10/09/2024                                 | 4114998                         | DPS - O-RING(10) RANTZ KC  | 2.92     |
| 10/16/2024                                 | 7012362                         | DPW - INDOOR MECHANICAL TIMER WK                                   | 78.37    |
| 09/26/2024                                 | 7612971                         | WR - DUCT SEAL LK  | 9.42     |
| 10/16/2024                                 | 7614006                         | WR - MORTOR/ADHESIVE LK  | 41.59    |
| 10/15/2024                                 | 8012243                         | DPW - 2X4(4)/ CONSTRUCTION SCREWS AS                               | 26.56    |
| 10/15/2024                                 | 8613939                         | WR - BUCKET/FITTINGS/ADHESIVE LK                                   | 150.36   |
| 10/04/2024                                 | 9144968                         | DPW - BROWN MULCH(12) DR   | 47.64    |
| 09/24/2024                                 | 961285                          | WR - HAMMER DRILL KIT LK   | 199.00   |
| TOTAL FOR: HOME DEPOT                      |                                 |  | 2,328.00 |
| 002371                                     | RENEWED EARTH INC               |  |          |
| 11/01/2024                                 | 33460                           | DPW - NOVEMBER 2024 COMPOST SITE MANAGEMENT - RN                   | 1,250.00 |
| TOTAL FOR: RENEWED EARTH INC               |                                 |  | 1,250.00 |
| 002402                                     | STEENSMA LAWN & POWER EQUIPMENT |  |          |
| 09/19/2024                                 | 1167178                         | DPW - EXMARK MOWER TUNEUP AND REPAIR - BP                          | 2,708.94 |
| TOTAL FOR: STEENSMA LAWN & POWER EQUIPMENT |                                 |  | 2,708.94 |

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| 002527   | COPS HEALTH TRUST                   |   |           |
| 10/25/2024                                     | 2024.11                             | NOVEMBER 2024 DENTAL/VISION PREMIUMS                          | 1,728.98  |
| TOTAL FOR: COPS HEALTH TRUST                   |                                     |   | 1,728.98  |
| <hr/>  |                                     |   |           |
| 002673   | STATE OF MICHIGAN MDOT              |   |           |
| 10/31/2024                                     | 591-11286393                        | AIRPORT - 2024 LICENSE FEE                                    | 25.00     |
| TOTAL FOR: STATE OF MICHIGAN MDOT              |                                     |   | 25.00     |
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| 002703   | CONTINENTAL LINEN SERVICES INC      |   |           |
| 10/22/2024                                     | 4039848                             | DPS RUGS  | 42.62     |
| TOTAL FOR: CONTINENTAL LINEN SERVICES INC      |                                     |   | 42.62     |
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| 002755   | MICHIGAN WATER ENVIRONMENT ASSOCIAT |   |           |
| 10/17/2024                                     | 10/17/2024                          | Operator training 2024 BP/LK                                  | 360.00    |
| TOTAL FOR: MICHIGAN WATER ENVIRONMENT ASSOCIAT |                                     |   | 360.00    |
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| 002787   | ESPER ELECTRIC                      |   |           |
| 10/22/2024                                     | 33586                               | WR - 12TH ST LIFT MOTOR STARTER UPGRADE LK                    | 10,515.00 |
| TOTAL FOR: ESPER ELECTRIC                      |                                     |   | 10,515.00 |
| <hr/>  |                                     |   |           |
| 004168   | SBF ENTERPRISES                     |   |           |
| 10/29/2024                                     | 0139487                             | UB - PRINT/MAIL NOVEMBER 2024 BILLING                         | 133.91    |
| 10/30/2024                                     | 2024.11                             | UB POSTAGE NOVEMBER 2024/OCTOBER BILLING                      | 417.79    |
| TOTAL FOR: SBF ENTERPRISES                     |                                     |   | 551.70    |
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| 004206   | MADISON NATIONAL LIFE INSURANCE CO  |   |           |
| 10/25/2024                                     | 1655590                             | NOVEMBER 2024 LIFE INSURANCE PREMIUMS                         | 432.00    |
| TOTAL FOR: MADISON NATIONAL LIFE INSURANCE CO  |                                     |   | 432.00    |
| <hr/>  |                                     |   |           |
| 004228   | DENISE SIEGEL                       |   |           |
| 11/01/2024                                     | 2024.10.14                          | DDA - REIMBURSEMENT LADIES NIGHT POPCORN DS/JL                | 89.91     |
| 11/01/2024                                     | 2024.10.29                          | DDA - MILEAGE REIMBURSMNT FOR INTERVIEW DS/JL                 | 50.79     |
| TOTAL FOR: DENISE SIEGEL                       |                                     |   | 140.70    |
| <hr/>  |                                     |   |           |
| 004241   | GHD SERVICES INC                    |   |           |
| 04/02/2024                                     | 340-0102485                         | PLAINWELL DAM #2 PROJECT - ENGINEERING THROUGH MARCH 30, 2024 | 3,295.10  |
| TOTAL FOR: GHD SERVICES INC                    |                                     |   | 3,295.10  |
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| 004785   | PRIORITY HEALTH                     |   |           |
| 10/15/2024                                     | 242890002043                        | NOVEMBER 2024 HEALTH INSURANCE PREMIUMS                       | 26,203.05 |
| TOTAL FOR: PRIORITY HEALTH                     |                                     |   | 26,203.05 |
| <hr/>  |                                     |   |           |
| 004794   | UNITED HEALTHCARE INSURANCE COMPANY |   |           |
| 11/05/2024                                     | 2024.11 TOWN                        | RETIREE HEALTH INSURANCE NOVEMBER 2024 - TOWN                 | 302.50    |
| 11/05/2024                                     | 2024.11 WHIT                        | RETIREE HEALTH INSURANCE NOVEMBER 2024 - WHITNEY              | 302.50    |
| TOTAL FOR: UNITED HEALTHCARE INSURANCE COMPANY |                                     |   | 605.00    |
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| 004796   | SILVERSCRIPT INSURANCE COMPANY      |   |           |
| 11/11/2024                                     | 2024.11 TOWN                        | RETIREE PRESCRIPTION COVERAGE NOVEMBER 2024 - TOWN            | 40.40     |
| 11/11/2024                                     | 2024.11 WHIT                        | RETIREE PRESCRIPTION COVERAGE NOVEMBER 2024 - WHITNEY         | 40.40     |
| TOTAL FOR: SILVERSCRIPT INSURANCE COMPANY      |                                     |   | 80.80     |
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| 004837   | MUNIWEB                             |   |           |
| 11/05/2024                                     | 55718                               | OCTOBER 2024 WEBSITE HOSTING / PARKS RESERVATION SCHEDULING   | 250.00    |
|  |                                     |   | 250.00    |

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| TOTAL FOR: MUNIWEB                      |                              |  | 250.00     |
| 004852                                  | PACE ANALYTICAL SERVICES LLC |  |            |
| 11/01/2024                              | 2450252498                   | WR - MERCURY SAMPLES 10/23/2024 - BP                   | 742.14     |
| TOTAL FOR: PACE ANALYTICAL SERVICES LLC |                              |  | 742.14     |
| 004855                                  | PLAINWELL ACE HARDWARE       |  |            |
| 10/18/2024                              | 18042                        | DPW - 2" ANGLE BRUSH(3) AS                             | 25.77      |
| 10/22/2024                              | 18077                        | DPW - DRILL BIT/BIT HOLDER/MISC FASTENERS CITY HALL AB | 32.14      |
| 10/22/2024                              | 18078                        | DPW - MISC FASTENERS FOR CITY HALL AB                  | 7.56       |
| 10/23/2024                              | 18085                        | DPW - BIT/CHISEL/MISC FASTENERS AIRPORT AB             | 29.74      |
| 10/24/2024                              | 18095                        | DPW - DECK SCREWS FOR SHED AB                          | 25.98      |
| 10/24/2024                              | 18099                        | DPW - MARKING FLAG (100) OLD ORCHARD JF                | 12.99      |
| 10/24/2024                              | 18102                        | DPW - RETURN OF 10X10 SHED - JL                        | (2,545.54) |
| 10/25/2024                              | 18112                        | ADMIN - PICKLEBALL KEY(10)/MOUSE REPELLENT PS          | 48.89      |
| 10/28/2024                              | 18122                        | WR - PAINTERS TAPE/FOAM ROOLER(2) BP                   | 42.17      |
| 10/31/2024                              | 18157                        | DPW - SWIVEL MOUNT LIGHT CONTROL SHERWOOD PARK - WK    | 14.99      |
| 11/04/2024                              | 18187                        | WR - HEX BUSHING GLV & SE ELBOW - LK                   | 11.18      |
| 11/05/2024                              | 18199                        | WR - ACRILIC SHEET 36X36X.100 - JG                     | 36.99      |
| TOTAL FOR: PLAINWELL ACE HARDWARE       |                              |  | (2,257.14) |
| 004886                                  | REPUBLIC SERVICES            |  |            |
| 10/31/2024                              | 0249-008378890               | NOVEMBER 2024 RECYCLING SERVICE                        | 4,799.06   |
| TOTAL FOR: REPUBLIC SERVICES            |                              |  | 4,799.06   |
| 005012                                  | UNITED BANK                  |  |            |
| 10/30/2024                              | 2024.10.30                   | ADMIN - ACH FEE UB POSTAGE - PS                        | 7.00       |
| 10/31/2024                              | 2024.10.31                   | ADMIN - ACH FEE FIRST PAYABLES RB                      | 7.00       |
| 11/01/2024                              | 2024.11.01                   | ACH FEE - UB PRENOTES - PS                             | 7.00       |
| 11/04/2024                              | 2024.11.04                   | ADMIN - ACH FEE TAX DISTRIBUTION 11/08/2024 - BK       | 7.00       |
| 11/06/2024                              | 2024.11.06                   | ADMIN - ACH FEE - PAYROLL DIRECT DEPOSIT - AK          | 7.00       |
| TOTAL FOR: UNITED BANK                  |                              |  | 35.00      |
| 005020                                  | GOOD NEWS PAPER              |  |            |
| 10/30/2024                              | 2024.11                      | DDA - NOVEMBER 2024 ISSUE ADVERT FARMER MARKET DS      | 145.00     |
| TOTAL FOR: GOOD NEWS PAPER              |                              |  | 145.00     |
| 005023                                  | VAIRKKO TECHNOLOGIES, LLC    |  |            |
| 11/01/2024                              | 28359                        | OCTOBER 2024 TRAINING COURSE CONTENT                   | 67.80      |
| 10/03/2024                              | 28360                        | OCTOER 2024 EMPLOYEE TRAINING SOFTWARE                 | 97.80      |
| TOTAL FOR: VAIRKKO TECHNOLOGIES, LLC    |                              |  | 165.60     |
| 005029                                  | SPECTRUM PRINTERS            |  |            |
| 10/22/2024                              | 82928                        | ADMIN - SECRECY ENVELOPE(400) GL                       | 56.74      |
| TOTAL FOR: SPECTRUM PRINTERS            |                              |  | 56.74      |
| 005040                                  | US INTERNET                  |  |            |
| 10/30/2024                              | 4783453                      | SECURANCE EMAIL FILTERING 11/14 - 12/13/2024           | 70.00      |
| TOTAL FOR: US INTERNET                  |                              |  | 70.00      |
| 005041                                  | EVOQUA WATER TECHNOLOGIES    |  |            |
| 10/31/2024                              | 906729404                    | WR - ODOR CONTROL EQUIPMENT RENTAL OCTOBER 2024 - BP   | 200.00     |
| TOTAL FOR: EVOQUA WATER TECHNOLOGIES    |                              |  | 200.00     |

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| 005047                                      | STAPLES, INC.                    |  |          |
| 10/04/2024                                  | 6013759394                       | ADMIN - CFOLD TOWELS/MEMO PAD RB   | 47.54    |
| 10/24/2024                                  | 6014945456                       | ADMIN - BLACK TONER(2) CLERK RB  | 206.82   |
| TOTAL FOR: STAPLES, INC.                    |                                  |  | 254.36   |
| -----                                       |                                  |  |          |
| 005048                                      | SUMMIT FIRE PROTECTION CO        |  |          |
| 10/24/2024                                  | 2675503                          | AIRPORT - 2024 FIRE EXTINGUISHER INSPECTION / MAINTENANCE                    | 607.50   |
| 10/24/2024                                  | 2765508                          | WR - 2024 ANNUAL FIRE EXTINGUISHER INSPECTION / MAINTENANCE                  | 832.50   |
| 10/24/2024                                  | 2765511                          | ADMIN - 2024 CITY HALL ANNUAL FIRE EXTENGUISHER INSPECTION / MAINTENANCE - D | 408.95   |
| 10/24/2024                                  | 2765516                          | DPW - 2024 VEHICLE FIRE EXTINGUISHER INSPECTION / MAINTENANCE                | 303.00   |
| 10/24/2024                                  | 276552                           | DPW - 2024 ANNUAL FIRE EXTINGUISHER INSPECTION / MAINTENANCE                 | 492.10   |
| TOTAL FOR: SUMMIT FIRE PROTECTION CO        |                                  |  | 2,644.05 |
| -----                                       |                                  |  |          |
| 005064                                      | R & R ASSESSING INC              |  |          |
| 10/31/2024                                  | 2024.11                          | NOVEMBER 2024 ASSESSING SERVICES   | 1,700.00 |
| TOTAL FOR: R & R ASSESSING INC              |                                  |  | 1,700.00 |
| -----                                       |                                  |  |          |
| 005091                                      | JAXON FORD                       |  |          |
| 10/16/2024                                  | 2024.10.16                       | DPW - REIMBURSEMENT SHOE ALLOWANCE JF/RN                                     | 211.95   |
| TOTAL FOR: JAXON FORD                       |                                  |  | 211.95   |
| -----                                       |                                  |  |          |
| 005125                                      | 8X8 INC                          |  |          |
| 11/01/2024                                  | 4680821                          | CITY WIDE PHONES OCTOBER 2024  | 630.08   |
| TOTAL FOR: 8X8 INC                          |                                  |  | 630.08   |
| -----                                       |                                  |  |          |
| 005128                                      | PLAINWELL REDI MIX               |  |          |
| 10/17/2024                                  | 101724-319                       | DPW - CONCRETE FOR HICKS PARK TABLES CP                                      | 785.00   |
| TOTAL FOR: PLAINWELL REDI MIX               |                                  |  | 785.00   |
| -----                                       |                                  |  |          |
| 005157                                      | YOURMEMBERSHIP.COM INC           |  |          |
| 10/18/2024                                  | 10/18/2024                       | Job posting  | 249.00   |
| TOTAL FOR: YOURMEMBERSHIP.COM INC           |                                  |  | 249.00   |
| -----                                       |                                  |  |          |
| 005167                                      | WWMT                             |  |          |
| 10/29/2024                                  | 2024.10.29                       | DDA - DOWNTOWN COMMERCIAL DS   | 788.00   |
| TOTAL FOR: WWMT                             |                                  |  | 788.00   |
| -----                                       |                                  |  |          |
| 005171                                      | FLYERS ENERGY LLC                |  |          |
| 11/01/2024                                  | CFS-4050882                      | DPW - FUEL FOR POLICE/FIRE VEHICLES THROUGH 10/31/2024                       | 1,040.93 |
| TOTAL FOR: FLYERS ENERGY LLC                |                                  |  | 1,040.93 |
| -----                                       |                                  |  |          |
| 005203                                      | APEX SEAMLESS GUTTER SYSTEMS LLC |  |          |
| 10/14/2024                                  | 1081                             | AIRPORT - SEEMLESS GUTTERS CP  | 2,092.50 |
| TOTAL FOR: APEX SEAMLESS GUTTER SYSTEMS LLC |                                  |  | 2,092.50 |
| -----                                       |                                  |  |          |
| 005206                                      | POLLY PRODUCTS                   |  |          |
| 10/21/2024                                  | INV76990                         | DPW - 2 PICNIC TABLES DONATED BY MARSHA KEELER CP                            | 2,874.34 |
| TOTAL FOR: POLLY PRODUCTS                   |                                  |  | 2,874.34 |
| -----                                       |                                  |  |          |
| 005211                                      | LUKE KEYZER                      |  |          |
| 10/22/2024                                  | 2024.10.22                       | WR - MILEAGE REIMBURSEMENT TRAINING LK/BP                                    | 55.61    |
| TOTAL FOR: LUKE KEYZER                      |                                  |  | 55.61    |
| -----                                       |                                  |  |          |
| 999999                                      | KEVIN HAMMOND                    |  |          |

|                          |            |  |        |
|--------------------------|------------|--|--------|
| 10/25/2024               | 2024.10.25 | DPW - REIMBURSEMENT FOR WATER MAIN BREAK CALL OUT CP/.RN | 271.00 |
| TOTAL FOR: KEVIN HAMMOND |            |  | 271.00 |

|                                     |                          |  |          |
|-------------------------------------|--------------------------|--|----------|
| ACACH                               | ALLEGAN COUNTY TREASURER |  |          |
| 11/02/2024                          | 2024.11.02               | DISTRIBUTE 2024 TAX COLLECTIONS W/E 11/02/2024 | 1,662.76 |
| TOTAL FOR: ALLEGAN COUNTY TREASURER |                          |  | 1,662.76 |

|                                     |                          |  |       |
|-------------------------------------|--------------------------|--|-------|
| CBEFT                               | HUNTINGTON NATIONAL BANK |  |       |
| 11/10/2024                          | 2024.10                  | ADMIN - HUNTINGTON BANK SERVICE FEES OCTOBER 2024 - BK | 30.00 |
| TOTAL FOR: HUNTINGTON NATIONAL BANK |                          |  | 30.00 |

|                   |            |                               |          |
|-------------------|------------|-------------------------------|----------|
| CC9999            | AMAZON     |                               |          |
| 10/01/2024        | 10/01/2024 | Splitter cable                | 109.36   |
| 10/01/2024        | 10/01/2024 | Gas for new truck             | 70.01    |
| 10/01/2024        | 10/01/2024 | Shoe for packer truck         | 106.15   |
| 10/01/2024        | 10/01/2024 | Netting for WR                | 259.50   |
| 10/01/2024        | 10/01/2024 | DDA Lunch                     | 17.51    |
| 10/01/2024        | 10/01/2024 | Splitter cable                | (209.99) |
| 10/01/2024        | 10/01/2024 | City hall shredding           | 58.00    |
| 10/01/2024        | 10/01/2024 | Battery packs                 | 241.38   |
| 10/01/2024        | 10/01/2024 | Icloud storage for RN         | 2.99     |
| 10/02/2024        | 10/02/2024 | Pumpkins for city             | 48.00    |
| 10/02/2024        | 10/02/2024 | Ribbon for openings           | 5.38     |
| 10/02/2024        | 10/02/2024 | Webcam hosting                | 44.85    |
| 10/03/2024        | 10/03/2024 | LED Flashlight for mill       | 10.73    |
| 10/04/2024        | 10/04/2024 | Taining hotel                 | 160.19   |
| 10/06/2024        | 10/06/2024 | Monthly Subscription          | 56.00    |
| 10/06/2024        | 10/06/2024 | Desk Fan                      | 15.77    |
| 10/06/2024        | 10/06/2024 | Phone Case                    | 24.94    |
| 10/08/2024        | 10/08/2024 | No parking sign               | 83.26    |
| 10/09/2024        | 10/09/2024 | Doorhangers for UB            | 193.99   |
| 10/10/2024        | 10/10/2024 | Road patch                    | 136.19   |
| 10/14/2024        | 10/14/2024 | Training lunch Callahan/Bruce | 26.80    |
| 10/15/2024        | 10/15/2024 | Training lunch Callahan/Bruce | 23.19    |
| 10/16/2024        | 10/16/2024 | Training lunch Callahan/Bruce | 26.80    |
| 10/16/2024        | 10/16/2024 | 2010 F450 DPW title           | 30.62    |
| 10/17/2024        | 10/17/2024 | RV Steps for DDA              | 135.98   |
| 10/19/2024        | 10/19/2024 | Monthly Subscription          | 30.00    |
| 10/21/2024        | 10/21/2024 | Static discharge reel airport | 364.24   |
| 10/22/2024        | 10/22/2024 | Pot hole repair liquid        | 488.61   |
| 10/22/2024        | 10/22/2024 | Super glue/Lysol              | 28.94    |
| 10/22/2024        | 10/22/2024 | Icloud storage for RN         | 2.99     |
| 10/23/2024        | 10/23/2024 | Donation Ladies night         | 50.00    |
| 10/23/2024        | 10/23/2024 | 4' animal catch pole          | 126.95   |
| TOTAL FOR: AMAZON |            |                               | 2,769.33 |

|                              |                   |  |          |
|------------------------------|-------------------|--|----------|
| COPEFT                       | CITY OF PLAINWELL |  |          |
| 10/31/2024                   | 2024.10.24        | CITY UTILITY BILLS NOVEMBER 2024 FOR OCTOBER USAGE | 1,894.29 |
| TOTAL FOR: CITY OF PLAINWELL |                   |  | 1,894.29 |

|                                    |                         |  |        |
|------------------------------------|-------------------------|--|--------|
| RDLACH                             | RANSOM DISTRICT LIBRARY |  |        |
| 11/02/2024                         | 2024.11.02              | DISTRIBUTE 2024 TAX COLLECTIONS W/E 11/02/2024 | 216.88 |
| TOTAL FOR: RANSOM DISTRICT LIBRARY |                         |  | 216.88 |

TOTAL - ALL VENDORS  
 PAYMENT TYPE TOTALS:  
 Paper Check  
 ACH Transaction  
 EFT Transfer

**181,502.38**  
  
 169,119.45  
 3,652.79  
 8,730.14

**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:  
  
 Brian Kelley  
Digitally signed by Brian Kelley  
 Date: 2024.11.07 08:50:49 -05'00'

**Brian Kelley, Finance Director/Treasurer**

**I verify that I have reviewed the expenditures and to the best of my knowledge the attached invoice listing is accurate and matches invoices physically authorized by Department Heads.**

Insert Signature:  
  
 Brian Kelley  
Digitally signed by Brian Kelley  
 Date: 2024.11.07 08:50:59 -05'00'

**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  
 Date: 2024.11.07 12:58:46 -05'00'

**Kevin Callahan, Public Safety Director**

**I verify that I have reviewed the expenditures attributed to my department and to the best of my knowledge the attached invoice listing is accurate and complies with the City's purchasing policy.**

Insert Signature:  
  
 Kevin A Callahan  
Digitally signed by Kevin A Callahan  
 Date: 2024.11.07 09:29:51 -05'00'

**Bob Nieuwenhuis, 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:  
  
 Robert Nieuwenhuis  
Digitally signed by Robert Nieuwenhuis  
 Date: 2024.11.07 09:29:22 -05'00'

**Justin Lakamper, 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:  
  
 Justin Lakamper  
Digitally signed by Justin Lakamper  
 Date: 2024.11.07 10:01:44 -05'00'

## Reports & Communications:

### **A. Updated 2024-2025 Fines and Fees**

Each year, as part of the current year budget process, all fines and fees are reviewed and adjusted as needed to cover costs. On occasion, Department Heads and City Administration identify new processes that should be included on the Fines and Fees Schedule.

The Department of Public Works “sells” bulk water supplied directly from its facility and those costs are covered in the Fines and Fees schedule. The bulk water could be delivered from fire hydrants using a meter and related equipment.

The cost of providing water through a fire hydrant should include potential damage to the hydrant itself and the meter used to gauge the water used from the hydrant. The replacement cost of a fire hydrant and the meter is approximately \$8,000.

Public Works staff would be responsible for installation of the hydrant meter and the inspection of the equipment before and after contractor use.

It is recommended that the new Hydrant Access Fee be set at \$8,000 and that it be shown as a deposit to be paid before installing the hydrant meter. Once the project is complete and DPW staff inspects the equipment, a portion of the deposit could be refunded. The maximum amount of the refund would be \$7,600 (95% of the deposit) and adjusted for any damages caused by the contractor. The refund amount would be determined by the DPW Superintendent and/or the City Manager.

**Recommended action:** Consider adopting Resolution 2024-22 to update the 2024-2025 Fines and Fees schedule to include a Hydrant Access Fee.

### **B. Sale of used mowing equipment**

These mowers are both in need of repair and have been replaced by newer models. The 2019 Exmark Lazer Z has 1268 hours on it and needs an engine, with an estimated to replacement cost of \$4000. A new mower can be purchased for \$11,000.

The 1987 Toro 322 D has been a parts vehicle for many years. It has had numerous parts taken from it, and is no longer functional.

We are looking for approval to sell both mowers at an auction house. We will have a best offer on the Toro and have a minimum of \$1500 on the Exmark.

**Recommended action:** Council will consider approving City staff to market and sell two used lawn mowers that need repair.

### **Reminder of Upcoming Meetings:**

- November 12, 2024 – DDA/BRA/TIFA – 7:30am
- November 14, 2024 – Plainwell Parks & Trees – 5:00pm
- November 20, 2024 – Plainwell Planning – 6:30pm
- **November 25, 2024 – Plainwell City Council – 7:00pm**

Agenda Subject to Change

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

Plainwell is an equal opportunity provider and employer