

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

“The Island City”

AMENDED AGENDA

City Council

Monday, January 28, 2019

7:00 PM

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes/Summary – 01/14/2019 Regular Meeting**
6. **General Public Comments**
7. **County Commissioner Report**
8. **Agenda Amendments**
9. **Mayor's Report**
10. **Recommendations and Reports:**

A. Proposed Zoning Text Amendment – First Reading

Council will consider accepting for first reading an amendment to the Zoning Text regarding Permitted Height Exceptions in advance of Planning Commission Public Hearing.

B. DPW – Truck 17 Repair

Council will consider approving repairs to Truck 17 with body work of \$3,800 from Dan Agy and with a new dump box for \$7,159.00 from Truck & Trailer Specialty.

C. Vacant City Lots

Council will consider authorizing the separate marketing of two (2) vacant city lots for sale at fair market value or above.

D. Job Description – Finance/Account Clerk II

Council will consider approving the job description for a Finance/Account Clerk II.

E. Amendment to City of Plainwell 401(a) Retirement Program

Council will consider approving changes to the city's retirement plan to allow for in-service distributions.

11. **Communications:** Planning Commission Draft Meeting Minutes from 01/16/2019 and M-40/M-89 Corridor Committee Meeting Minutes from 10/30/2018
12. **Accounts Payable - \$210,232.66**
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
January 14, 2019

1. Mayor Pro-Tem Steele called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. Robert Beltran from Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Mayor Pro-tem Steele, Councilmembers Keeler, Overhuel and Keeney. Absent: Mayor Brooks
5. Approval of Minutes/Summary:
A motion by Overhuel, seconded by Keeney, to accept and place on file the Council Minutes and Summary of the 12/26/2018 regular meeting and the Council Minutes. On voice vote, all voted in favor. Motion passed.
6. Public Comment None:
7. Presentations:
Public Safety Director Bomar recognized three (3) Public Safety Officers for commendations during 2018. Officers Mike Bruce, Eric Luthy and Jeff Welcher accepted the commendations with certificates and service pins.
8. County Commissioner Report:
Commissioner Rick Cain reported having been sworn in on Thursday January 10 and assigned to eight (8) boards/committees. He reported the Commission's ongoing discussion about increases to health inspection fees, which is tabled until summer 2019.
9. Agenda Amendments: None
10. Mayor's Report: None.
11. Recommendations and Reports:
 - A. City Clerk Kelley read a resolution proclaiming 2019 as the sesquicentennial year for Plainwell, after incorporating as a Village in 1869. Community Development Manager Siegel reported some of the events already in the works, including the Michigan Milestone Plaque Award Dedication Ceremony planned for Wednesday January 16, 2019.
A motion by Keeler, seconded by Keeney, to adopt Resolution 19-6 proclaiming 2019 as the 150th Anniversary of Plainwell. On a voice vote, all in favor. Motion passed.
 - B. Public Safety Director Bomar reported his recommendation that the detective vehicle be replaced with a newer model. The current vehicle is 10 years old and has about 140,000 miles. The new vehicle would be purchased through the State of Michigan account for best pricing. The existing vehicle would be repurposed as a courtesy vehicle at the airport.
A motion by Keeney, seconded by Keeler, to approve purchase of a 2019 Chevrolet Impala to serve as a detective vehicle from Berger Chevrolet for \$22,134.00 and repurposing the 2009 Impala to the Airport as a courtesy car. On a roll-call, all in favor. Motion passed.
12. Communications:
 - A. **A motion by Keeney, seconded by Overhuel, to accept and place on file the December 2018 Investment and Fund Balance Reports. On a voice vote, all in favor. Motion passed.**

13. Accounts Payable:

A motion by Keeler, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$870,055.47 for payment of same. On a roll call vote, all in favor. Motion passed.

14. Public Comments: None

15. Staff Comments

Personnel Manager Lamorandier thanked the Public Safety Officers for going above and beyond.

Superintendent Nieuwenhuis reported installation of LED lighting with motion detectors at the DPW facility and that similar work downtown will be done as time allows.

Community Development Manager Siegel reported the bids for the Sherwood Restroom Project will be let this week and are due January 29. She reminded Council of the January 16, 2019 Dedication Ceremony for the Sesquicentennial.

Public Safety Director Bomar reported a training workshop regarding recreational marihuana in Kalamazoo on January 15, 2019.

Clerk/Treasurer Kelley reported having worked with Personnel Manager Lamorandier and City Manager Wilson on interviews for the Utility Billing Specialist/Deputy City Clerk position.

City Manager Wilson thanked the Public Safety Officers.

16. Council Comments:

Councilmembers all joined in thanking the Public Safety Officers.

17. Adjournment:

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

Minutes respectfully
Submitted by,
Brian Kelley
City Clerk/Treasurer

SUMMARY
Plainwell City Council
January 14, 2019

1. Mayor Pro-Tem Steele called the regular meeting to order at 7:00 PM in Council Chambers at City Hall.
2. Robert Beltran of Lighthouse Baptist Church gave the invocation.
3. Pledge of Allegiance was given by all present.
4. Roll Call: Present: Brooks, Steele, Keeler, Overhuel and Keeney. Absent: None.
5. Approved Minutes/Summary of the 12/26/2018 regular meeting.
6. Recognized three (3) Public Safety Officers for commendations earned in 2018.
7. Adopted Resolution 19-06 proclaiming 2019 as the 150th Anniversary of Plainwell.
8. Approved the purchase of a 2019 Chevrolet Impala to serve as a detective vehicle from Berger Chevrolet for \$22,134.00 and repurposed the 2009 Impala to the Airport as a courtesy car.
9. Accepted and placed on file the December 2018 Investment and Fund Balance Reports.
10. Approved Accounts Payable for \$870,055.47.
11. Adjourned the meeting at 7:27 pm.

Submitted by,
Brian Kelley
City Clerk/Treasurer

MEMORANDUM

To: City of Plainwell Planning Commission and City Officials
Date: January 9, 2019 (January 16 meeting)
From: Maxwell Dillivan, AICP
RE: **Proposed Zoning Text Amendment: Permitted Height Exceptions**

Overview

Recently, an applicant, Nobis Agri Services, approached the City to construct an elevator tower which significantly exceeds the City’s Industrial District height maximum requirement of 50 feet. The applicant currently operates a similar elevator tower on the site, which stands 90 feet. The proposed second tower structure would extend to a total height of 116 feet. Section 53-96 of the City’s Zoning Ordinance allows for mechanical equipment or incidental structures to exceed the maximum height allowance by up to than 15 feet. Thus, it appears that the existing 90-foot structure is nonconforming, and the proposed tower elevator would not be permitted.

In our experience, it is not uncommon for more intensive uses, as those typically found in the Industrial District, to require large structures that support their operations. In this case, the existing (and proposed) structure would not be permitted unless the City’s Zoning Ordinance is amended to accommodate it.

The purpose of this memo is to present draft language for a text amendment to the zoning ordinance that would provide maximum height exceptions for mechanical and incidental equipment for the Planning Commission’s review and consideration.

Text appearing in black represents existing ordinance text, text appearing in red represents proposed ordinance text, and text in ~~strikethrough~~ represents existing ordinance text proposed to be removed.

ARTICLE XV. AREA, HEIGHT, BULK AND PLACEMENT REQUIREMENTS

Sec. 53-88. AREA, HEIGHT, BULK AND PLACEMENT REQUIREMENTS.

Zoning District	Minimum Lot Width (In Feet)	Minimum Lot Area (Square Feet)	Maximum Lot Coverage (Percent)	Maximum Building Height ⁿ		Minimum Requirements				Minimum Floor Area per Dwelling Unit (In Square Feet)
				In Stories	In Feet	Front	Least 1	Total of 2	Rear	

Sec. 53-89. FOOTNOTES TO SCHEDULE OF REGULATIONS.

N. Permitted height exceptions for certain types of buildings and structures are permissible according to Section 53-96 of this Ordinance.

ARTICLE XVI. GENERAL PROVISIONS

Sec. 53-96. PERMITTED HEIGHT.

No building shall be erected, converted, enlarged, reconstructed or structurally altered to exceed the height limit hereinafter established for the district in which the building is located; except that, ~~roof structures for the housing of elevators, stairways, tanks, ventilating fans or similar equipment required to operate and maintain the building and fire or parapet walls, skylights, towers, steeples, stage lofts and screens, flagpoles, chimneys, smokestacks, individual domestic radio and television aerials and wireless masts, water tanks or similar structures may be erected above the height limits herein prescribed.~~ the following buildings and structures shall be exempt from height regulations in all zoning districts: parapet walls not exceeding four (4) feet in height, chimneys, cooling towers, elevator bulkheads, stairways, flag poles, bucket and grain elevators, grain bins and silos, elevated water towers, monuments, cupolas, domes, smokestacks, spires, steeples, penthouses housing necessary mechanical appurtenances, wind-powered electrical generators, wireless communication antennas, and television and radio reception and transmission antennas and towers, or other similar mechanical or ancillary structures as deemed by the Planning Commission during site plan review. Unless otherwise permitted in this ordinance, no structure may be erected to exceed by more than ~~15 feet~~ 75 feet the height limits of the district in which it is located, ~~nor shall the structure have a total area greater than 25% of the roof area of the building,~~ nor shall the structure be used for any residential purpose or any commercial purpose other than a use incidental to the ~~main~~ primary use of the building.

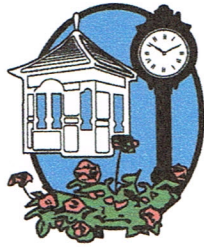
Note: The Planning Commission and City staff should discuss whether it is desirable to allow for height exceptions for these structures in all zoning districts across the City or within specified districts (for example, only in the I, Industrial District). The total height limit of 75 feet is primarily based upon the threshold for wireless communication towers requiring special land use approval. The Planning Commission and staff may wish to deliberate this limit of 75 feet. Further, any additional types of structures or buildings which should be included in this list should be noted. Alternatively, the ordinance may be written to give the Zoning Administrator the ability to determine similar buildings and structures exempt from height requirements.

Next Steps

The Planning Commission and City staff should deliberate the proposed text amendments and determine whether action to amend the City's Zoning Ordinance is warranted. If determined to be warranted and the Commission and staff can reach a consensus as to the amendments needed, a public hearing may be set for the February Planning Commission meeting.

Please do not hesitate to contact me with questions or concerns at 616-988-3526 or by email at dillivan@williams-works.com.

City of Plainwell



“The Island City”

Rick Brooks, Mayor
Lori Steele, Mayor Pro-Tem
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Todd Overhuel, Council Member
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211 N. Main Street
Plainwell, Michigan 49080
Phone: 269-685-6821
Fax: 269-685-7282
Web Address: www.plainwell.org

To: Erik Wilson, Brian Kelley
From: Robert Nieuwenhuis
Subject: 2019 Fleet
Date: January 23, 2019

Truck #17 is a 1998 Chevy 3500 one ton with a dump box. This truck is in sound mechanical shape, but the body and box of this truck however has rusted away do to salt and age. If we were to replace this truck the cost would be between \$60,000 and \$70,000. The alternative to complete replacement is to repair the cosmetics needed. This is the option I recommend to the City. The cost savings is significant and the truck is built better than the new ones we can purchase today.

- | | |
|--------------------------------------|--|
| 1) Dump box and cylinder replacement | Cost: Truck & Trailer \$7,159.00 |
| 2) Body Repair | Cost: Truck & Trailer \$4,508.99
Cost: Dan Agy \$3,800.00 |

I recommend we use Truck and Trailer for the box and cylinder replacement and Dan Agy for the cab repairs. The Total cost of this project will be \$10,959.00.

Sincerely,

Robert Nieuwenhuis Public works Superintendent

Error! Unknown document property name.

www.plainwell.org.

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

Truck & Trailer Specialties

3286 Hanna Lake Ind. Park Dr.
Dutton, Mi. 49316
Phone 616-698-8215, Fax 616-698-0972

City of Plainwell
Att: Bob Nieuwenhuis
(269) 207-7320
December 24, 2018

Equipment quotation for the following:

Supply a Crysteel 9'6" S-Tipper Stainless Steel Replacement Dump Including:

- 9'6" long 87" inside width 96" outside width
- 20" side height, 26" tailgate height, 40" front height
- 12-gauge stainless steel sides
- 10-gauge stainless steel front and rear
- 10-gauge stainless steel tailgate
- 10-gauge ar400 floor
- Western understructure, 10-gauge tubular Rigid sides
- 1/4 straight integral cab shield to fit f550
- 9" x 35" window in the bulkhead
- Boxed top rails
- Dirt shedding top rails, pillars and tailgate
- Quick drop tailgate, manual release rt side
- Oval light cutouts in rear pillar posts

Supply Crysteel full subframe model LB500 to replace the existing hoist including:

- Double acting 12-volt hydraulic pump with cab controller
- 11.3-ton capacity
- 50-degree dump angle
- Install kit included

City of Plainwell to install above equipment themselves

Uninstalled price: \$7,159.00

In stock item. Prices good while quantities last

Option: Truck & Trailer to install the above equipment including:

- Remove existing hoist, subframe, and hydraulic system
- Install above equipment
- Replace power cable and 150-amp breaker
- One new Sound Off amber/green flasher on cab protector
- Two (2) 6" oval LED STT in cut-out of rear pillar, each side
- Mud flaps behind drive tires

Option Add: \$3,440.00

Payment Terms: Net 30. Pricing good while quantities last

Delivery: In stock item to be picked up in Dutton

Thank you for the opportunity to quote.

Submitted By: Mike Bouwman

Truck & Trailer Specialties, Inc.

3286 Hanna Lake Industrial Park Dr.

Dutton, MI 49316

Ph 616-698-8215 Fx 616-698-0972

CITY OF PLAINWELL

YEAR: 1998
 MAKE: chevy
 MODEL: 3500
 UNIT #: 17
 VIN #:

1GBKC34F7WF052798

SUBMITTED BY PHIL LILLIBRIDGE

REPAIR	REPLACE	DESCRIPTION OF OPERATION	HOURS	PARTS
		Blast frame from cab back inside and out		sublet
		Refinish frame from cab back in black zero rust	6.3	115.00
		Replace/section R & L floor pan	28.0	
	X	L floor pan section		278.00
	X	R floor pan section		278.00
		Refinish floor pan sections as needed	5.0	58.00
		ANY OTHER REPAIRS NEEDED TO REPLACE		
		FLOOR (rockers ect.) WILL BE BILLED TIME AND		
		MATERIALS		
		OPTIONS		
	X	With rust free southern cab \$4825 total (Cab shell price \$2275)		
	X	Driver door \$906 total (Door shell price \$506)		
	X	Passenger door \$821 total (Door shell price \$421)		
	X	Driver fender \$676 total (fender price \$506)		
	X	Passenger fender \$591 total (fender price \$421)		
		R&I all other necessary parts for paint \$300		
		R&I cab glass \$250 (no guarantee on breakage)		
		Refinish new cab shell, new doors, new fenders, & old hood exterior in single stage yellow \$2400		
		Option base clear add \$300 to above price		
		Cab pricing and availability may vary at time		
		of job and quantity of trucks done		
		HOURS OF LABOR/PARTS	39.3	729.00
		FREIGHT		0.00
		TAX		43.74
		SUBLET		400.00
		LABOR COST AT \$85.00 A HOUR	39.3	3,336.25

		TOTAL		4,508.99

Estimate of Auto Repairs

Page number: 1 of 1

Dan Agy
922 Gairder Rd
Plainwell MI 49080

269-720-4586

Name		Phone	Date
Street		City	
Year 1998	Color	Make GMC	Model 3500 Pickup
Registration #:	Serial #:	Odometer	Estimated by
Insurance Co			Adjustor

Replace	Repair	Description	Parts	Labor	Refinish	Sublet
X		R+L DOORS	378.21			
X		R+L FENDERS	219.00			
X		R+L FLOOR PANS	318.46			
X		R+L HINGE PIN KITS	26.00			
X		STONE GUARD KIT	189.00			
			1,129.73			
		CUT AND WELD IN FLOOR PANS, SWAP DOORS, FENDERS, CLEAN UP ROCKERS & CAB CORNERS, STONE GUARD BOTTOM, PAINT, CLEAR COAT, RUST PROOFING				
					1745.38	
		PAINT & MATERIAL	808.60			
Totals						

The details and the estimate provided above are based on our first inspection and do not constitute a guarantee that no further work / parts will be required. The total bill of work will be as per the details available on completion of the work. Other terms and conditions as applicable.

Total parts	1938.33
Total Labor	1745.38
Total Refinish	
Total Sublet	
Other charges	
Tax	116.29
Total	3800.00

You are hereby authorized to make the above repairs and I agree to pay in full.

Signature: _____

Date: _____



"The Island City"

MEMORANDUM

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

To: City Council
From: Erik J. Wilson, City Manager
Subject: Potential Sale of City Lots
Date: January 24, 2019

The City has two lots that have been vacant for some time in which interest has been expressed to purchase said property. I am asking the Council to consider authorizing City staff to place these lots up for bid. My recommendation is to advertise these lots separately for a minimum of 30 days with the condition that Council will consider sale of lots at or above fair market value. Prospective purchaser will be required to provide the following information:

1. Purchase Price
2. Description, photos and/or drawings of exactly what will be built
3. Timeline for construction

City Council authorization is required for sale per City Charter and Ordinance:

Section 12.2 - The council shall establish by ordinance the procedures for the purchase or sale of personal property for the city for the direction of the city purchase or sale of personal property for the city for the direction of the city administrator. The ordinance shall provide a dollar limit within which purchases of property may be made without the necessity of securing competitive bids, and the dollar limit within which the purchases may be made without the necessity of prior council approval. No purchases or personal property shall be made unless a sufficient, unencumbered appropriation balance is available therefore.

Sec 3-11. SALE OF PROPERTY.

No interest in property, real or personal, in the possession or ownership of the city shall be sold or transferred without the prior approval of the City Council, which approval shall include the terms and conditions of the sale or transfer.

(Ord. 268, adopted 6-10-1991)

The land on E. First Ave is right-of-way property so I'm checking with the attorney to see if there are additional requirements needed if Council wishes to sell the property.



CITY OF PLAINWELL
Job Description

Finance/Account Clerk II

Supervised By: Clerk/Treasurer

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the direct supervision of the Clerk/Treasurer, provides administrative, bookkeeping and clerical assistance in support of the daily activities of the administrative offices. Maintains utility and property tax accounts, prepares billings and processes payments, inputs and processes accounts receivable and accounts payable invoices.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides a full range of secretarial/clerical assistance including:
 - Primary first responder to phone calls and greeter to citizen/customer visits.
 - Performs administrative tasks such as gathering and analyzing information.
 - Prepares reports with little direction other than a brief description of results expected.
 - Receives and distributes mail to the appropriate department
 - Ensures outgoing mail has been taken to the post office before the end of the business day.
2. At the counter, receives payments made to the City and posts them to the proper accounts, issues licenses and permits, and takes park reservations related deposits. Serves as Notary Public.
3. Reconciles daily cash and prepares bank and electronic deposits.
4. Follow specific, written sets of instructions for various computer functions and other department operations within the guidelines specified.
5. Responds to standard inquiries and provides general information regarding City operations, policies and procedures. Resolves routine issues independently and refers more complex situations to the appropriate party.

*The City of Plainwell is an equal opportunity provider and employer.
All employment is decided on the basis of qualifications, merit and business need.*

6. Performs a wide variety of technical and clerical tasks which demands understanding of State and local laws, City policies, ordinances and regulations; with an understanding of the level of information to provide to the public and that which should be directed to a supervisor.
7. Prepares and coordinates accounts payable invoices for Council approval, and assures payments are distributed according to schedule.
8. Maintains purchase orders as required by Ordinance, matching with the accounts payable invoices.
9. Supports the tax billing process, including collection and settlement. Updates computerized tax files and information, prepares mailings, and collects tax payments. Handles routine tax and assessing questions.
10. Records, indexes, and scans deed, mortgage and other property records.
11. Supports the monthly utility billing process by responding to all water-related inquiries or complaints, submitting service requests and referring unique inquiries to the appropriate individual. Establishes, updates, adjusts, transfers and closes utility accounts as needed. Enters meter readings and generates reports for accuracy. Identifies unusual usage patterns and orders re-reads. Assists with printing and mailing monthly water bills, delinquent notices, assigns penalties and issues shut-off notices according to established procedures. Orders shut-offs and prepares delinquent list for tax roll as necessary. Generates special reports for the Public Works department and others as requested.
12. Serves as a support to the Community Development Manager to gather information and process permits and zoning concerns.
13. Cooperates with and produces all requested information during annual audit.
14. Completes financial forms, reports and spreadsheets as directed.
15. Maintains an inventory of office supplies and places orders as necessary to ensure adequate stock. Maintains communications for the postage meter machine.
16. Prepares and issues bills for miscellaneous fees and services, records payments, tracks accounts status and reports delinquencies.
17. Assists with the annual review and update of fixed assets lists. Meets with department heads, processes modifications to records and prepares updated list for liability and property insurance.
18. Serves as backup in the process of voter registrations and election-related materials. Able to understand and explain local, state and federal election laws.
19. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or the equivalent supplemented by college courses or specialized vocational training.
- Two or more years of related experience.
- Ability to become a Notary Public.
- Knowledge of modern office procedures and practices.
- Skill in or ability to obtain word processing and spreadsheet software.
- Knowledge of the organization and operations of municipal government to effectively assist the public.
- Knowledge of the principles, methods and techniques of account management, money handling and basic bookkeeping.
- Skill maintaining and updating records and related systems, and in generating accurate reports.
- Skill in the use of standard office equipment, including computers, 10-key adding machines and related accounting software.
- Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism.
- Skill in maintaining comprehensive filing and record keeping systems
- Ability to communicate effectively, understand instructions, and follow detailed procedures consistently.
- Ability to type, enter data and complete mathematical computations with speed and accuracy.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with the public and other employees

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly in a typical business office setting where he or she is required to talk or hear, frequent writing, walking, standing, use of hands to fingers, handle or feel, reaching with hands and arms, sitting in office chair, keyboarding with repetitive keystrokes, read regular or small print, visual contact with computer terminal and written documents, communicate with others in person and on the telephone. The employee must occasionally lift and/or move light weight items. The noise level in the work environment is usually quiet to low sound.

ACKNOWLEDGMENT

I, (print your name) _____ acknowledge that the aforementioned job description has been presented to me; I have read the job description, certify I can perform these functions and I will use this description as an outline and guide of the expectations and requirements of my position.

Signature of Employee

Date



"The Island City"

MEMORANDUM

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

To: City Council
From: Sandy Lamorandier, Personnel Manager
Subject: Amendment to the City of Plainwell 401(a) Retirement Program
Date: January 28, 2019

The current 401(a) Retirement Plan does not allow for in-service (while still employed) distributions. After consideration of the longevity of our employees, an in-service distribution could be beneficial for those nearing retirement.

Attached is an amendment that would allow in-service distribution if the employee has reached age 62 and has been a Participant in the Plan for at least 5 years with no account restrictions.

Staff is seeking approval to amend item #36 of the 401(a) Retirement Program and approval the Summary Plan Description Material Modifications to be effective January 28, 2019.

**RESOLUTION OF BOARD OF DIRECTORS OF
CITY OF PLAINWELL
TO
AMEND THE CITY OF PLAINWELL
401(a) RETIREMENT PROGRAM**

WHEREAS, City of Plainwell (the "Employer") has previously adopted the City of Plainwell 401(a) Retirement Program (the "Plan"),

NOW, THEREFORE BE IT RESOLVED, that, effective January 28, 2019, by action of the Board of Directors of the Employer taken at a meeting on the _____ day of _____, 2019, and accepted by the Executive Officer of the Plan as attested by the signature hereto, Provision number 36 of the Plan's Adoption Agreement is hereby amended follows

Distributions

36. OTHER PERMITTED DISTRIBUTIONS (select all that apply; leave blank if none apply)

A. IN-SERVICE DISTRIBUTIONS (Plan Section 6.11)

In-service distributions will NOT be allowed (except as otherwise permitted under the Plan without regard to this provision) unless selected below (if applicable, answer a. - e.; leave blank if not applicable):

a. In-service distributions may be made to a Participant who has not separated from service provided the following has been satisfied (select one or more):

1. Age. The Participant has reached:

a. Normal Retirement Age

b. age 62

c. age _____

2. the Participant has been a Participant in the Plan for at least 5 years (may not be less than five (5))

3. the amounts being distributed have accumulated in the Plan for at least 2 years

4. other: _____ (must satisfy the definitely determinable requirement under Regulations §401-1(b); may not be subject to Employer discretion; and must be limited to a combination of items a.1. – a.3. or a Participant's disability).

More than one condition. If more than one condition is selected above, then a Participant only needs to satisfy one of the conditions, unless selected below:

5. A Participant must satisfy each condition

NOTE: Distributions from a Transfer Account attributable to a money purchase pension plan are not permitted prior to age 62.

Account restrictions. In-service distributions are permitted from the following Participant Accounts:

b. all Accounts

c. only from the following Accounts (select one or more):

1. Account attributable to Employer matching contributions

2. Account attributable to Employer contributions other than matching contributions

3. Rollover Account

4. Transfer Account

Permitted from the following assets attributable to (select one or both):

a. non-pension assets

b. pension assets (e.g., from a money purchase pension plan)

5. Other: _____ (specify Account(s) and conditions in a manner that satisfies the definitely determinable requirement under Regulations §1.401-1(b) and is not subject to Employer discretion)

Limitations. The following limitations apply to in-service distributions:

d. N/A (no additional limitations)

e. Additional limitations (select one or more):

1. The minimum amount of a distribution is \$_____.

2. No more than _____ distribution(s) may be made to a Participant during a Plan Year.

3. Distributions may only be made from Accounts which are fully Vested.
4. In-service distributions may be made subject to the following provisions: _____ (must satisfy the definitely determinable requirement under Regulations §1.401-1(b) and not be subject to Employer discretion).

FURTHER RESOLVED, that the appropriate officer(s) of the Employer are authorized and directed to take such actions and to execute such documents as are necessary and appropriate to execute this resolution.

Signed at Plainwell, MI this _____ day of _____, 2019.

EMPLOYER: City of Plainwell

Executive Officer

SUMMARY PLAN DESCRIPTION MATERIAL MODIFICATIONS

I INTRODUCTION

This is a Summary of Material Modifications regarding the City of Plainwell 401(a) Retirement Program ("Plan"). Unless stated otherwise, the modifications described in this summary are effective as of January 1, 2019. This is merely a summary of the most important changes to the Plan and information contained in the Summary Plan Description ("SPD") previously provided to you. It supplements and amends that SPD so you should retain a copy of this document with your copy of the SPD. If you have any questions, contact the Administrator. If there is any discrepancy between the terms of the Plan, as modified, and this Summary of Material Modifications, the provisions of the Plan will control.

1. In-Service

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

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

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

**CITY OF PLAINWELL
MINUTES
Planning Commission
January 16, 2019**

1. Call to Order at 7:01 p. m. by Lubic
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Jay Lawson, Stephen Bennett, Jim Higgs, Lori Steele, Diana Lubic, Gary Sausaman
Excused: Rachel Colingsworth
4. Approval of Minutes – 12/05/18
Higgs motioned to approve minutes, as received seconded by Sausaman. Minutes approved on an all in favor voice vote.
5. Chairperson’s Report: - None
6. New Business:
A. Draft Language for text amendment to Zoning Ordinance RE: Maximum height recommendation for mechanical and incidental equipment. Language was drafted by Williams and Works. **Planning Commission, motioned by Higgs and seconded by Sausaman, voted to move the amendment to City Council for approval of the first reading. A public hearing will be scheduled for February 20, as long as City Council approves the language.**
7. Old Business: None
8. Public Comments – None
9. Reports and Communications:
A. 11/26/18 & 12/10/18 Council Minutes reviewed by Commission
10. Staff Comments:
Siegel invited everyone to the Sesquicentennial Planning meeting on Thursday, Jan. 17 at 1:30 p.m. She also passed out flyers for a Marijuana Learn at Lunch, being hosted at the Allegan County Jail on April 8, 2019.
12. Commissioner Comments: Sausaman mentioned how nice the ceremony/dedication of the Michigan Milestone Award went earlier that evening. Stephen Bennett, new to Planning Commission asked questions and was welcomed by all.
13. Adjournment:
Lubic adjourned the meeting at 7:30 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

DRAFT

**M-40/M-89 Corridor Committee Minutes
October 30, 2018
10:00 a.m.
Allegan County Road Commission
1308 Lincoln Road
Allegan, Michigan 49010**

1. Welcome and Introductions

Craig Atwood welcomed everyone and introductions occurred at 10:00 a.m. People in attendance included:

- Craig Atwood, Allegan County Road Commission
- Jason Cole, Michigan Department of Transportation
- J.P. Damveld, Allegan County Sheriff Department
- Aaron Haskin, City of Allegan
- Dean Kapenga, Allegan County Board of Commissioners
- George Mohr, Allegan Public Schools
- Harry Smith, Valley Township
- Russ VanDam, Overisel Township
- Jim Rybicki, Allegan County Road Commission
- Michael VanDenBerg, Gun Plain Charter Township
- Dave Bee, West Michigan Regional Planning Commission

2. Review of Minutes

A MOTION WAS MADE BY Dean Kapenga to accept the minutes of July 31, 2018. **SUPPORTED BY** Michael VanDenBerg. **MOTION PASSED.**

3. Guest Speaker – There was no guest speaker

The guest speaker fell through this meeting which provided some time to discuss the topic of drugs in Allegan County (which was going to be the topic). Discussion related to the decrease in meth labs due to the low cost of purchasing it elsewhere and the difficulty of obtaining ingredients from pharmacies. Heroin is making a comeback. Sobriety testing for drugs will be necessary.

4. Michigan Department of Transportation (MDOT) Update

Jason Cole informed the Committee that work has wrapped up on the Hamilton project and the M-89 overflow project. He also discussed a new signal and ramp closures at M-89 & US-131. Next year there will be a project in Allegan to replace the fascia on the M-89/Kalamazoo River Bridge in Allegan. The old Burger King has been converted to a Riley Auto Parts store and they closed one entrance.

5. Allegan County Road Commission Update

Craig Atwood stated that the ACRC is wrapping up a few paving projects. There have been some signage upgrades around the M-40/128th Avenue intersection. They are

working on plans for the next couple of years. Next year they will be a project on Blue Star Highway in the southwest corner of Allegan County.

6. Allegan County Sheriff's Department

Deputy J.P. Damveld reported that the new sign at US-131 and 142nd is better now that people have gotten used to the changes. There was some discussion about issues in Allegan at 118th/River/Babalon and that the City is going to reconstruct the intersection next year. The Hamilton project created several issues this year, but everyone worked through it. Deer accidents are up.

7. West Michigan Regional Planning Commission Update

D. Bee told the group about opportunities for communities to secure grants from the U.S. Economic Development Administration (EDA) He also mentioned Michigan's Transportation Asset Management Program performed a Pilot Project evaluating culverts which Allegan County participated in.

8. Macatawa Area Coordinating Council (MACC)

Elisa Hoekwater has taken a new job at Holland's transit agency.

9. Local Businesses/Communities/Other Organizations – Updates, Issues, and Concerns

There were no issues discussed.

10. Round Table/ Corridor Issues

- Michael VanDenBerg mentioned a new Dollar General that wants to build in the Township. He will coordinate with ACRC and MDOT.
- There was some general discussion about installing snow fences.

11. Future Meeting Dates and Locations

All meetings will be held at the ACRC offices at 10:00 a.m. 2019 dates include:

- January 29, 2019
- April 30, 2019
- July 30, 2019
- October 29, 2019

12. Future Agenda Items

Topics to address in 2019 include Drugged driving, Allegan County's new Lakeshore Advantage representative, and Transportation Asset Management/PASER ratings.

13. Other Business

There was no other business

14. Adjournment

A MOTION WAS MADE BY Harry Smith to adjourn the meeting of the M-40/M-89 Corridor Committee at 10:55 a.m. **SUPPORTED BY** Michael VanDenBerg. **MOTION PASSED.**

01/24/2019 INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF PLAINWELL
 EXP CHECK RUN DATES 01/28/2019 - 01/28/2019
 BOTH JOURNALIZED AND UNJOURNALIZED
 BOTH OPEN AND PAID

Vendor Code	Vendor Name	Description	Amount
001645	ALEXANDER CHEMICAL CORPORATION		
	SCL 10021990	REFUND DPW CHEMICAL	(100.00)
	SLS 10077251	CHLORINE/SULF WR	1,549.00
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			1,449.00
000056	ALLEGAN COUNTY TREASURER		
	19-249	2015/2016/2017 BOARD OF REVIEW	47.11
TOTAL FOR: ALLEGAN COUNTY TREASURER			47.11
000044	ALL-PHASE ELECTRIC		
	3505-608316	LIGHTS FOR WR	34.30
TOTAL FOR: ALL-PHASE ELECTRIC			34.30
002439	AMERICAN LEGAL PUBLISHING CORPORATI		
	0126226	2/4/19 - 2/4/20 PLAINWELL ORDINANCES	350.00
TOTAL FOR: AMERICAN LEGAL PUBLISHING CORPORATI			350.00
000035	APPLIED IMAGING		
	1267087	1/13/19 - 2/12/19 CITY HALL COPIER	165.07
TOTAL FOR: APPLIED IMAGING			165.07
000002	AT&T - SBC		
	2019-01 AIRPORT	12/14/18 - 1/13/19 AIRPORT	187.55
	2019-01 CITY DATA	12/14/18 - 1/13/19 CITY DATA GATE	207.67
TOTAL FOR: AT&T - SBC			395.22
000843	B & C TROPHY		
	44091	SCREENPRINTING	75.00
TOTAL FOR: B & C TROPHY			75.00
000087	BILL G BOMAR		
	2019-01	MEAL FOR TRAINING	10.90
TOTAL FOR: BILL G BOMAR			10.90
000461	BOB'S HARDWARE		
	57968	LAB SUPPLIES FOR WR	17.82
TOTAL FOR: BOB'S HARDWARE			17.82
000155	BRAVE INDUST FASTENERS		
	143674	PARTS FOR #83	56.25
TOTAL FOR: BRAVE INDUST FASTENERS			56.25
002527	C.O.P.S. TRUST INSURANCE		
	2019-02	FEB 2019 DENTAL/VISION INSURANCE	1,684.98
TOTAL FOR: C.O.P.S. TRUST INSURANCE			1,684.98
000092	EMERGENCY MEDICAL PRODUCTS INC		
	2039556	MEDICAL SUPPLIES	258.56
TOTAL FOR: EMERGENCY MEDICAL PRODUCTS INC			258.56
004858	FERGUSON WATERWORKS		
	0065132	WATER SUPPLIES	202.33
	0065147	FLANGE KITS	248.50
TOTAL FOR: FERGUSON WATERWORKS			450.83
000153	FLEIS & VANDENBRINK INC		

	51249	PFAS TESTING/SIU ANNUAL INSPECTION	1,495.92
	51426	DESIGN/CONSTRUCTION SERVICES 12/1/18 - 12/31/18	6,120.00
TOTAL FOR: FLEIS & VANDENBRINK INC			7,615.92

002650	FUEL MANAGEMENT SYSTEM PACIFIC PRID		
	39472	ALL PD GAS 1/15/19	369.85
TOTAL FOR: FUEL MANAGEMENT SYSTEM PACIFIC PRID			369.85

004241	GHD SERVICES INC		
	972355	2018-2019 COMMON AREA CITY HALL	1,571.70
TOTAL FOR: GHD SERVICES INC			1,571.70

000059	GOIN POSTAL LLC		
	110900	DPS POSTAGE	3.99
TOTAL FOR: GOIN POSTAL LLC			3.99

004768	GRAND ELK RAILROAD INC (WATCO)		
	90868114	2018 SIGNAL MAINT FOR RAILROAD	1,271.00
TOTAL FOR: GRAND ELK RAILROAD INC (WATCO)			1,271.00

002135	H & R INDUSTRIES, INC.		
	93787	FUEL FILTER	29.60
TOTAL FOR: H & R INDUSTRIES, INC.			29.60

003067	HELPNET (BBC-HELPNET)		
	23034	1/1/19 - 3/1/19 EMPLOYEE ASSISTANCE PROGRAM	299.88
TOTAL FOR: HELPNET (BBC-HELPNET)			299.88

000309	JOHN VARLEY		
	2019-01	MEAL FOR TRAINING	12.71
TOTAL FOR: JOHN VARLEY			12.71

002301	JOYFUL CLEANING - LINDA TUBBS		
	1055	JAN 2019 CLEANING	964.00
TOTAL FOR: JOYFUL CLEANING - LINDA TUBBS			964.00

001993	KERKSTRA PORTABLE RESTROOMS INC		
	133788	HANDI-CAP RESTROOM @ SHERWOOD PARK	100.00
TOTAL FOR: KERKSTRA PORTABLE RESTROOMS INC			100.00

REFUND UB	KLEEVES, SHARON		
	01/23/2019	UB refund for account: 03-00033850-08	5.71
TOTAL FOR: KLEEVES, SHARON			5.71

REFUND TAX	LERETA LLC		
	01/23/2019	2018 Win Tax Refund 55-320-018-00	669.61
TOTAL FOR: LERETA LLC			669.61

004903	LITES PLUS		
	50465	LIGHTING FIXTURE UPGRADE DPW/STREETS	18,793.45
TOTAL FOR: LITES PLUS			18,793.45

004206	MADISON NATIONAL LIFE INSURANCE CO		
	1329997	FEB 2019 LIFE INSURANCE	99.88
TOTAL FOR: MADISON NATIONAL LIFE INSURANCE CO			99.88

000014	MICHIGAN GAS UTILIITIES CORP.		
	2019-01	12/11/18 - 1/14/19 GAS BILLS	5,428.39
TOTAL FOR: MICHIGAN GAS UTILIITIES CORP.			5,428.39

001413	NORTH CENTRAL NCL OF WISCONSIN INC		
	417051	WR LAB SUPPLIES	321.43
TOTAL FOR: NORTH CENTRAL NCL OF WISCONSIN INC			321.43

000096	NYE UNIFORM CO INC		
	681585	UNIFORM FOR M. BRUCE	276.97
TOTAL FOR: NYE UNIFORM CO INC			276.97

004855	PLAINWELL ACE HARDWARE		
	2129	COPY ROOM	42.98
	2130	SHOP LIGHTS	13.99
	2133	PARTS FOR SHOP LIGHTS INSTALLED	21.98
	2138	DUCT TAPE	4.99
	2139	SHOP LIGHT	4.00
	2141	HARDWARE FOR SHOP LIGHTS	5.94
	2146	PICNIC TABLES	33.98
	2148	SALT BARN	16.49
	2162	PARTS FOR DPW #83	3.99
	2163	WELL 7	39.99
	2166	SUPPLIES TO SEAL THE WINDOWS AT CITY HALL	17.98
	2170	CITY HALL WINDOWS SEALED	71.91
	2173	WELL #7 REPAIR	99.97
	2177	PICNIC TABLE REPAIR	34.74
	2190	PAINT/ ROLLER MISC	98.54
	2191	CITY HALL	15.98
	2192	RETURN SUPPLIES	(21.60)
	2195	CAULK FOR WINDOWS AT CITY HALL	16.77
	2200	BALLOT BOX	4.74
	2216	SHERWOOD ICE RINK 2019	27.83
	2226	SOFTSOAP FOR DPS	5.18
TOTAL FOR: PLAINWELL ACE HARDWARE			560.37

002371	RENEWED EARTH INC		
	26831	YARD WASTE CONTRACT - JANUARY 2019	1,250.00
TOTAL FOR: RENEWED EARTH INC			1,250.00

004886	REPUBLIC SERVICES (RECYCLE)		
	0249-006239699	2/1/19 - 2/28/19 RESIDENTIAL RECYCLE	2,519.40
TOTAL FOR: REPUBLIC SERVICES (RECYCLE)			2,519.40

004259	SME		
	92426	CONCRETE TESTING & SAMPLE PICKUPS WR	750.25
TOTAL FOR: SME			750.25

000962	STATE OF MICHIGAN		
	2019-01	INDUSTRIAL STORM WATER EXAM PYT W.KEYZER/A.BIRE	90.00
TOTAL FOR: STATE OF MICHIGAN			90.00

REFUND TAX	UNITED BANK		
	01/23/2019	2018 Win Tax Refund 55-030-033-00	436.81
	01/23/2019	2018 Win Tax Refund 55-030-034-00	1,011.58
TOTAL FOR: UNITED BANK			1,448.39

004220	US BANK EQUIPMENT FINANCE (COPIER)		
	375491123	FEB 2019 DPW COPIER	113.00
TOTAL FOR: US BANK EQUIPMENT FINANCE (COPIER)			113.00

000034	VERIZON		
	9821935666	12/11/18 - 1/10/19 DPW/WR CELL ALARMS	46.41
TOTAL FOR: VERIZON			46.41

TOTAL - ALL VENDORS			49,606.95

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: 2019.01.24 09:46:37 -05'00'

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
Date: 2019.01.25
10:19:51 -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:

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: 2019.01.24
11:12:18 -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: 2019.01.24
13:39:30 -05'00'

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: 2019.01.25 12:56:59 -05'00'

01/25/2019

CHECK REGISTER FOR CITY OF PLAINWELL
CHECK DATE FROM 01/15/2019 - 01/25/2019

Check Date	Bank	Check	Vendor Name	Description	Amount
Bank CBGEN Chemical Bank - General AP Account					
Check Type: ACH Transaction - Property Tax Distributions					
01/18/2019	CBGEN	1467(A)	ALLEGAN AREA EDUCATION SVC AGENCY	2018 WINTER TAX COLLECTED W/E 01/12/2019	31,768.94
01/18/2019	CBGEN	1468(A)	ALLEGAN COUNTY TREASURER	2018 SUM/WIN TAX/INT COLLECTED W/E 01/12	9,814.61
01/18/2019	CBGEN	1469(A)	PLAINWELL COMMUNITY SCHOOLS	2018 WINTER TAX COLLECTED W/E 01/12/2019	79,063.41
01/18/2019	CBGEN	1470(A)	RANSOM DISTRICT LIBRARY	2018 SUM/WIN TAX/INT COLLECTED W/E 01/12	5,519.95
01/25/2019	CBGEN	1472(A)	ALLEGAN AREA EDUCATION SVC AGENCY	2018 WINTER TAX COLLECTED W/E 01/19/2019	7,745.24
01/25/2019	CBGEN	1473(A)	ALLEGAN COUNTY TREASURER	2018 SUM/WIN TAX/INT COLLECTED W/E 01/19	2,369.66
01/25/2019	CBGEN	1474(A)	PLAINWELL COMMUNITY SCHOOLS	2018 WINTER TAX COLLECTED W/E 01/19/2019	15,136.17
01/25/2019	CBGEN	1475(A)	RANSOM DISTRICT LIBRARY	2018 SUM/WIN TAX/INT COLLECTED W/E 01/19	1,389.00
01/23/2019	CBGEN	1476(A)	ALLEGAN COUNTY TREASURER	MOBILE HOME TAX COLLECTED OCTOBER 2018-J	750.00
Total ACH Transaction:					153,556.98
Check Type: EFT Transfer - Auto Deductions					
01/16/2019	CBGEN	1471(E)	CHEMICAL BANK	DECEMBER 2018 CHEMICAL BANK FEES	302.82
01/25/2019	CBGEN	1477(E)	FIRST NATIONAL BANK (CREDIT CARD)	January 23, 2019 Chemical Credit Card Statement	6,035.57
Total EFT Transfer:					6,338.39
Check Type: Paper Check - Manual Checks					
01/15/2019	CBGEN	13392	SAFETY SERVICES INC	TRUCK #2 REFLECTIVE CONE	34.42
01/18/2019	CBGEN	13394	WASHWELL-STADIUM DRIVE GROUP-SOAP	2019 BANNERS CLEANED	173.25
01/18/2019	CBGEN	13395	CHARTER COMMUNICATIONS (SPECTRUM)	1/19/19 - 2/18/19 DPS/FIRE INTERNET/PHON	522.67
Total Paper Check:					730.34
CBGEN TOTALS:					
Total of 14 Checks:					160,625.71
Less 0 Void Checks:					0.00
Total of 14 Disbursements:					160,625.71

Off Cycle Payment Authorization

Brian Kelley, City Clerk/Treasurer

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

Insert Signature:

Brian Kelley

Digitally signed by Brian Kelley
Date: 2019.01.25 10:19:35 -05'00'

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: 2019.01.25 12:56:13 -05'00'

M-40/M-89 CORRIDOR COMMITTEE

January 29, 2019

10:00 a.m.

**Allegan County Road Commission
1308 Lincoln Road, Allegan, Michigan 49010.**

AGENDA

1. Welcome and Introductions
2. Review of Minutes (Enclosed)
3. Guest Speaker – Lt. Timothy Blanksvard, Michigan State Police
4. MDOT Update
5. Allegan County Road Commission Update
6. West Michigan Regional Planning Commission Update
7. Macatawa Area Coordinating Council
8. Local Businesses – Issues & Concerns
9. Election of Officers for 2019
10. Update Long and Short-Term Goals (Current list enclosed)
11. Review of Bylaws (Enclosed)
12. Round Table/Corridor Issues
13. Future Meeting Dates
 - April 30
 - July 30
 - October 29
14. Future Agenda Items
15. Other Business
16. Adjournment

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE GAS CUSTOMERS OF
CONSUMERS ENERGY COMPANY
CASE NO. U-20233**

Received

JAN 25 2019

City of Plainwell
Clerk/Treasurer's Office

- Consumers Energy Company requests Michigan Public Service Commission's approval for authority to implement a Gas Cost Recovery plan and factors for the 12-month period April 2019-March 2020.
- The information below describes how a person may participate in this case.
- You may call or write Consumers Energy Company, One Energy Plaza, Jackson, MI 49201, or call 517-788-0550 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.
- A pre-hearing will be held:

DATE/TIME: **Thursday, February 7, 2019, at 9:00 AM**

BEFORE: **Administrative Law Judge Suzanne D. Sonneborn**

LOCATION: Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, Michigan 48917

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a prehearing to consider Consumers Energy Company's December 28, 2018 application for the following: 1) approval of a Gas Cost Recovery (GCR) plan for 12 months from April 2019 through March 2020; 2) authorization of GCR factors, consisting of a base factor of \$3.1246 per Mcf, plus additional amounts contingent upon future events, determined using the GCR Factor Ceiling Price Adjustment (Contingency) Mechanism; and other relief.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by January 31, 2019. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy Company's Legal Department – Regulatory Group, One Energy Plaza, Jackson, MI 49201.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Michigan Administrative Hearing System's Administrative Hearing Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

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

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

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

[CONSUMERS ENERGY COMPANY HAS REQUESTED THE GAS COST RECOVERY FACTORS DESCRIBED IN THIS NOTICE. THE MICHIGAN PUBLIC SERVICE COMMISSION MAY APPROVE, REJECT OR AMEND THE FACTORS AND OTHER PROPOSALS.]

JAN 10 2019

City of Plainwell
Clerk/Treasurer's Office

**STATE OF MICHIGAN
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION
NOTICE OF HEARING
FOR THE GAS CUSTOMERS OF
MICHIGAN GAS UTILITIES CORPORATION
CASE NO. U-20239**

- Michigan Gas Utilities Corporation requests authority from the Michigan Public Service Commission to implement a Gas Cost Recovery plan and factors for the 12-month period April 2019 through March 2020, and for related approvals.
- The information below describes how a person may participate in this case.
- You may call or write Michigan Gas Utilities Corporation, 899 S. Telegraph Rd., Monroe, MI 48161, phone: 734-457-6120 for a free copy of its application. Any person may review the documents at the offices of Michigan Gas Utilities Corporation.
- A pre-hearing will be held:

DATE/TIME: Monday, February 4, 2019, at 9:00 AM

BEFORE: Administrative Law Judge Martin D. Snider

LOCATION: Michigan Public Service Commission
7109 West Saginaw Highway
Lansing, Michigan 48917

PARTICIPATION: Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 284-8090 in advance to request mobility, visual, hearing or other assistance.

The Michigan Public Service Commission (Commission) will hold a pre-hearing to consider Michigan Gas Utilities Corporation's (MGUC) December 28, 2018 application, which seeks the Commission's approval: 1) for authority to implement a 12-month Gas Cost Recovery (GCR) plan for the period from April 1, 2019, through March 31, 2020; 2) to implement the GCR factor of \$3.4859 per Mcf and Contingency Factor Matrix for the period from April 1, 2019 through March 31, 2020; 3) to implement a Reservation Charge of \$0.6019 per Mcf to both GCR and GCC customers; 4) to determine that the decisions underlying the five-year forecast are reasonable and indicate any cost items that cannot be recovered; and 5) to treat incurred premiums on financial instruments as part of its booked cost of gas for the purpose of GCR.

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

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by January 28, 2019. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Michigan Gas Utilities Corporation's attorney, Paul M. Collins, Miller Canfield Paddock & Stone PLC, One Michigan Ave., Ste. 900, Lansing, MI 48933.

Any person wishing to appear at the hearing to make a statement of position without becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information, thus available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Michigan Administrative Hearing System's Administrative Hearing Rules R 792.10422 and R 792.10432. Requests for further information on adjournment should be directed to (517) 284-8130.

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

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

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

Reports & Communications:

A. Proposed Zoning Text Amendment – First Reading:

The Planning Commission, at its January 16, 2019 meeting, considered a proposed amendment to the Permitted Height Exceptions text in response to a specific request. The Commission recommends approval of the first reading of the text amendment in advance of a public hearing scheduled for the February 20, 2019 meeting of the Planning Commission.

Recommended action: Consider approving for first reading an amendment to the Zoning Text regarding Permitted Height Exceptions in advance of a Planning Commission Public Hearing.

B. DPW – Truck 17 Repair:

Truck 17, a 1998 Chevy 3500 One Ton, needs a new dump box and body. The truck itself is mechanically sound, so a full replacement costing over \$60,000 is not necessary. Superintendent Nieuwenhuis solicited quotes from local firms for body work and a new dump box, which will extend the life of Truck 17 at substantial cost savings.

Recommended action: Consider approving the repairs to Truck 17 with body work of \$3,800.00 from Dan Agy and with a new dump box for \$7,159.00 from Truck & Trailer Specialty.

C. Sale of City Lots:

The Administration had identified two (2) city-owned lots that could be marketed for sale, separately. City Ordinance requires Council approval prior to any sale of city assets and Council will have opportunity to review the bids prior to closing.

Recommended action: Consider approving the separate marketing of two (2) vacant city lots for sale at fair market value or above.

D. Job Description – Finance/Account Clerk II:

In October 2018, the Council approved a new job description for a Utility Billing Administrator/Deputy City Clerk position. That job description included duties from a Senior Office Clerk job description, which is now obsolete. The remaining functions of the Senior Office Clerk have been updated as a Finance/Account Clerk II position, subject to Council approval.

Recommended action: Consider approving the job description for a Finance/Account Clerk II.

E. Amendment to City of Plainwell 4019a) Retirement Program:

The proposed amendment to the city's 401(a) Retirement Plan would allow for in-service distributions if the current employee has reached age 62 and has been a Participant in the Plan for at least 5 years with no account restrictions..

Recommended action: Consider approving changes to the city's retirement plan to allow for in-service distributions.

Reminder of Upcoming Meetings

- February 14, 2019 – Allegan County Board of Commissioners – 1:00pm
- February 12, 2019 – Plainwell DDA/BRA/TIFA Board – 7.30am
- February 6, 2019 – Plainwell Planning Commission – 7:00pm
- February 11, 2019 – Plainwell City Council – 7:00pm

Non-Agenda Items / Materials Transmitted

- Agenda for January 29, 2019 meeting of the M-40/M-89 Corridor Committee - CANCELLED
- Notice of Public Hearing – Consumers Energy – February 7, 2019 9:00am
- Notice of Public Hearing – Michigan Gas Utilities – February 4, 2019 9:00am