

# 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  
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“The Island City”

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## Agenda

### Planning Commission City Hall Council Chambers September 7, 2022 7:00 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes: 08/17/2022 Planning Meeting
5. Chairman’s Report
6. Public Comment
7. New Business:
  - a. Sidewalk Sign Ordinance update
8. Old Business:
  - a. Meeting time
9. Reports and Communications:
  - a. Council minutes: 8/8/22
10. Public Comments
11. Staff Comments
12. Commissioners/Council Comments
13. Adjournment

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

**CITY OF PLAINWELL**  
**MINUTES**  
**Planning Commission MP Workshop #1**  
**Wednesday, August 17, 2022**

1. Call to Order at 6:30 p. m. by Colingsworth
2. Pledge of Allegiance was given by all present.
3. Roll Call: Present: Rachel Colingsworth, Jay Lawson, Lori Steele, Stephen Bennett, Gary Sausaman  
Excused: Jim Higgs, Dale Burnham
4. Approval of Minutes – 06/15/2022  
**Sausaman motioned to approve minutes Steele seconded. All in favor to approve minutes and place them on file.**
5. Chairperson’s Report: - None
6. Public Comments- none
7. New Business: Master Plan Workshop #1  
Goals and objectives were discussed, updated and agreed upon for the Master Plan.
9. Old Business – None at this time
10. Reports and Communications: 6/13; 6/16; 6/27; 7/11; 7/25 – 2022 were reviewed and placed on file.
11. Public Comments – None
12. Staff Comments: - Update on downtown businesses and rental rehab grant.
13. Commissioner Comments: None
14. Adjournment: Colingsworth adjourned the meeting at 7:50 p.m.

Minutes submitted by Denise Siegel, Community Development Manager

## Sidewalk Sign Ordinance review

Community	Height	Signage Sq. ft	Materials/specific times	Location	# per storefront
Plainwell	None specified	8 sq. ft per side No dimension greater than 4'	None specified	Allow 5 ft of unobstructed walk way	1
Saugatuck	42" from grade	Not greater than 6sq. ft	None specified	Not obstructing walkway	1
Rockford	3 ft from grade	6 sq. ft / no more than 2ft wide	finished appearance (rough-cut plywood is not acceptable) • shall be painted or stained wood or anodized aluminum or metal (plastic framed <i>signs</i> are prohibited)  Encourage creative designs reflecting business  consisting of two (2) <i>sign</i> faces of equal size hinged at the top and placed on the ground.	Not obstruction walkway	1
Paw Paw	shall not exceed 4 ft in height.	Not occupy more than nine square feet of sidewalk	A-frame or swinging style construction and shall be sturdy & stable enough to withstand typical winds without flipping over or sliding  Loose paper faces are not permitted.	minimum of 2 ft from the curb and allow 5 ft of unobstructed sidewalk.  not be located within 25 feet of an intersection	1

Albion	Sign not to exceed four feet in height.	Sign not to exceed six square feet per side.	These signs are only permitted during the actual hours of operation of the business and must be removed at all other times.		1
City of Oak Park	Not to exceed 4ft	overall height of 42" and an overall width of 24"	constructed or weather-proof, durable material and kept in good repair		

## Changes to City of Plainwell Sidewalk Sign Ordinance:

*Sidewalk signs.* Sidewalk signs are portable signs of A-frame or swinging style construction used during hours a business is open and stored inside when not in use. Signs shall be limited to one (1) per store front, 2 if a business has both and front and rear entrance, and shall pertain only to businesses within the Plainwell CBD subject to the following:

- a. The area of the signboard shall not exceed eight (8) square feet per side with no dimension greater than four (4) feet.
- b. Sign shall not exceed 4ft or 5Ft? in height including handles and frame
- c. Sidewalk signs shall be maintained in good repair and sound structural conditions at all times. constructed of weather-proof, durable material and shall be sturdy & able enough to withstand typical winds without flipping over or sliding
- d. Within the specified maximum dimensions, **creative shapes that reflect the theme of the business are encouraged (i.e., ice cream shops may display a sign in the shape of an ice cream cone)**
- e. The sign shall be located in such a manner that a pedestrian travel area width of five (5) feet is maintained. The sign shall not unreasonably interfere with the view, access to, or use of adjacent property or with pedestrian or vehicular circulation.
- f. The sign shall be portable and shall be removed at the end of each business day.
- g. No device, object or material such as, but not limited to, lights, balloons, streamers, or flags, shall be attached to the sign
- h. A sign permit is required for each side walk display sign. The permit shall be valid for a period of one (1) year. (we have never enforced this, we can say No Sign Permit needed)



**MINUTES**  
**Plainwell City Council**  
**August 08, 2022**

1. Mayor Keeler called the regular meeting to order at 7:00 PM in City Hall Council Chambers.
2. The invocation was given by Scott Smail 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, and Councilmember Wisnaski. Absent: Councilmember Keeney.  
**A motion by Steele, seconded by Overhuel, to excuse Councilmember Keeney from the proceedings. On a voice vote, all voted in favor. Motion passed.**
5. Approval of Minutes:  
**A motion by Steele, seconded by Overhuel, to accept and place on file the Council Minutes of the 07/25/2022 regular meeting. On a voice vote, all voted in favor. Motion passed.**
6. Public Comment: None.
7. County Commissioner Report: None.
8. Agenda Amendments: Clerk Fenger noted the addition of two items for consideration, recommending to add Item 10D – Well House #7 – Generator Plug Installation and Item 10E – Old Orchard Neighborhood Project - Engineering to the agenda.  
**A motion by Overhuel, seconded by Steele, to add Items 10D & 10E as recommended. On a voice vote, all voted in favor. Motion passed.**
9. Mayor's Report: Mayor Keeler provided an update on Tom Meert's health and asked everyone to keep Tom and his family in their thoughts and prayers.
10. Recommendations and Reports:
  - A. Director Callahan reported that the previous fiscal year budget had included a line item for upgrading the patrol car Automatic External Defibrillators (AEDs) and related medical equipment, however the purchase had not been completed. He requested a budget adjustment to allow for the purchase to be completed during the current fiscal year.  
**A motion by Wisnaski, seconded by Steele, to approve the budget amendment request to purchase four Automatic External Defibrillators and additional medical equipment for patrol vehicles in the amount of \$10,000.00. On a roll call vote, all voted in favor. Motion passed.**
  - B. Superintendent Pond reported that the Dystor membrane cover had reached the end of its useable life. He noted the risk of a seam cracking or a hole developing would increase the longer the cover went without being replaced, and a crack or a hole would leave the entire cover unusable. He noted that the bids were higher than expected, however he had worked to reduce costs as much as possible.

Manager Wilson noted that Superintendent Pond had managed to reduce the estimate by a significant amount compared to the initial bid.

Councilmembers directed staff to research and provide more information on the cost for piping the heat from the water renewal process into city buildings instead of using natural gas for heating.

**A motion by Wisnaski, seconded by Steele, to approve a contract with Evoqua Water Technologies to replace the Dystor membrane cover in the amount of \$318,122.00. On a roll call vote, all voted in favor. Motion passed.**

- C. Chad Razmus, Plainwell resident, spoke regarding his special event permit application for live music at the Band Shell. He provided details of the proposed event, and discussed the timing and location in regards to other weekly events happening in the city. He requested the special event permit application fee be waived since the event would be open to the public free of charge.

Community Development Manager Siegel stated that she felt this would be a good partnership for the city and noted that the Plainwell Music Society also had the fee waived for a similar event.

**A motion by Steele, seconded by Overhuel, to approve the application, set the time of the events for 7-9:30pm, waive the permit application fee, and ask the Downtown Development Authority to pay for a porta-potty during the events. On a roll call vote, all voted in favor. Motion passed.**

- D. Superintendent Nieuwenhuis reported the standby generator repair was taking longer than expected due to the difficulty getting new parts, and the need to rebuild the turbo since it can't be replaced. He noted that while the standby generator was down, the water pumps would not function in the event of a power outage, and the city would not be able to supply water. Superintendent Nieuwenhuis stated that another backup option was necessary because in the event of a power outage, the city water tower supply would only last 24 hours or less before a loss of pressure. The installation of a generator plug would allow a trailer generator to power the well houses if needed.

**A motion by Wisnaski, seconded by Steele, to approve a contract with Esper Electric in the amount of \$4,585.00 to install a generator plug at Well House #7. On a roll call vote, all voted in favor. Motion passed.**

- E. Manager Wilson reported that Allegan County was currently deciding how to allocate the ARPA funds allocated for broadband and water/sewer projects. Based on the discussions around the issue, he believed starting engineering work on the Old Orchard neighborhood Complete Street project would improve the city's application. He noted that the overall design and engineering would cost around \$500,000.00 however he was requesting \$70,000.00 in order to start the process.

**A motion by Steele, seconded by Wisnaski, to authorize the City Manager to execute the professional services agreement with Fleis & Vandenbrink for a portion of the design cost in the amount of \$70,000.00. 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 July 2022 Investment and Fund Balance reports. On a voice vote, all voted in favor. Motion passed.**

12. Accounts Payable:

**A motion by Wisnaski, seconded by Overhuel, that the bills be allowed and orders drawn in the amount of \$230,591.44 for payment of same. On a roll call vote, all voted in favor. Motion passed.**

13. Public Comments: None.

14. Staff Comments:

Treasurer Kelley reported that he was thankful to help at the election the previous week, and continued working with Personnel Manager Lamorandier to prepare for her upcoming retirement. He also noted the auditors would be coming in September, and he was busy preparing for their arrival.

Superintendent Nieuwenhuis reported the street sweepers would be here this month, and that he hoped to have Asphalt Restorations begin work on the Main Street crack sealing project this month. He also noted that a new issue he was encountering during the bidding process was vendors refusing to travel to the city and give a bid without a down payment.

Personnel Manager Lamorandier reported continuing training, and that there are 4 interviews scheduled for Tuesday to fill the part time accounts payable position. She also reported that she had officially set her retirement date as October 14, 2022.

Community Development Manager Siegel reported a successful ribbon cutting ceremony for Around The Board Game Café last Saturday, and noted that sidewalk sales would be happening this Saturday. She also reported that August 17<sup>th</sup> at 6:30pm there will be a Master Plan workshop and invited everyone to attend. She noted that she was in the process of getting quotes for a permanent sound system in Hicks Park as well.

Director Callahan reported that the department sent a brush truck and several officers to the City of Wayland block party last week. He also noted that two officers had positive reports recently: Officer Jeff Welcher had gotten a shout out on Facebook for his assistance with a car fire that was fully engulfed when he arrived. His actions kept the house from catching fire while he waited for the fire departments to arrive.

A resident stopped into the station to let the Director know how much they appreciated how Officer Joseph Culver had handled a situation with a family member. They were very appreciative of how carefully and compassionately he handled the situation.

Clerk Fenger thanked Treasurer Kelley for his help with the election, as several election workers had made the choice to retire from working elections, and there were two last minute cancellations by election workers scheduled to work, which left the precinct short staffed. She noted 320 voters came through the precinct and 360 AV ballots were returned and processed by the AV counting board, which was a good size turnout for a primary election. She also reported that the city was actively looking for more election workers and encouraged anyone interested to apply.

Manager Wilson reported on the Brooks Plaza art installation, and noted that the family of the former Mayor had reviewed the four proposals. He stated that he felt the family's opinion should be given some weight, along with the process of a public vote for the proposals. He had offered to facilitate a meeting between the Arts Council and the family, and expected that to happen sometime next week.

15. Council Comments:



Councilmember Overhuel stated that he felt the family of the former Mayor should have a big say in the art installation.

Councilmember Steele welcomed Around The Board Game Café to the city, mentioned how nice the ribbon cutting ceremony was, how many people attended and thanked Community Development Manager Siegel for her work putting the ceremony together. She also asked everyone to keep the Meert family in their prayers.

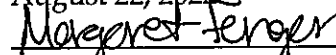
16. Adjournment:

**A motion by Steele, seconded by Overhuel, to adjourn the meeting at 8:07 PM. On a voice vote, all voted in favor. Motion passed.**

Minutes respectfully  
Submitted by,  
Margaret Fenger  
City Clerk

MINUTES APPROVED BY CITY COUNCIL

August 22, 2022



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Margaret Fenger, City Clerk