City of Plainwell

Brad Keeler, Mayor
Lori Steele, Mayor Pro-Tem
Cathy Green, Council Member
Roger Keeney, Council Member
Randy Wisnaski, Council Member

"The Island City"

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

AGENDA
Plainwell City Council
Monday, February 09, 2026 - 7:00PM
Plainwell City Hall Council Chambers

1. **Call to Order**
2. **Invocation**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Approval of Minutes** – 01/26/2026 Regular Meeting
6. **Public Comments**
7. **County Commissioners Report**
8. **Agenda Approval**
9. **Mayor's Report**
10. **Recommendations and Reports:**

    A. City – Special Event Permit 2026-01 – Dean's Ice Cream Car Show
    Council will consider approving Special Event Permit Application 2026-01.

    B. City – Other Post-Employment Benefit (OPEB) Trust Contribution
    Council will consider approving a transfer of $9,711.00 into the OPEB Trust to cover the actuarially determined 'normal cost' for employees covered by the City of Plainwell Retiree Medical Benefit Plan.

    C. City – Microsoft Office 365 Upgrade
    Council will consider authorizing Clark Technical Services to upgrade the City email system to Microsoft 365 for a total cost of $9,536.00.

    D. City – Website Upgrade
    Council will consider approving a contract to upgrade and host the City's website.

    E. WR – Purchase of new Dissolved Oxygen (DO) Controllers and Sensors
    Council will consider approving the purchase of new Hach DO controllers and sensors from USA Bluebook for $18,959.68.

11. **Communications:** The January 2026 Investment and Fund Balance Reports
12. **Accounts Payable - $500,816.79**
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.
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MINUTES
Plainwell City Council
January 26, 2026

1. Mayor Keeler called the regular meeting to order at 7:00pm in City Hall Council Chambers.

2. Invocation: Given by Dan Martin from Lighthouse Baptist Church.

3. Pledge of Allegiance was given by all present.

4. Roll Call: Present: Mayor Brad Keeler, Mayor Pro Tem Lori Steele and Councilmembers Randy Wisnaski, Roger Keeney and Cathy Green.
   Absent: None.

5. Approval of Minutes:
   A motion by Steele, seconded by Wisnaski, to accept and place on file the Council Meeting Minutes of the 01/12/2026 regular meeting. On a voice vote, all voted in favor. Motion passed.

6. Presentation – Mill Development
   Speakers: City Manager Lakamper, David Steffen of Plainwell Auto, Darius Grigaliunas of Classic Auto Mill and Matt Rubino and Kurt Elliott of Mill 17.

7. Public Comment: Members of the public spoke about the Mill development.

8. County Commissioner Report: Commissioner Dugan gave an update on happenings throughout Allegan county.

9. Agenda approval:
   A motion by Wisnaski, seconded by Steele, to approve the Agenda for the January 26, 2026 meeting as presented. On a voice vote, all voted in favor. Motion passed.

10. Mayor's Report: Mayor Keeler discussed a social media post concerning the sale of land in the Industrial Park on the corner of 8th St. and Miller Rd., stating that the post was misleading. City Council voted to sell the property to a Ready-Mix Plant- not a cement plant or gravel pit.

11. Recommendations and Reports:

    A. City Manager Lakamper discussed the sale of ~1 acre of Mill property to local business owner David Steffen for $40,000.
    A motion by Steele, seconded by Wisnaski, authorizing the City Manager to negotiate the sale of approximately one (1) acre of real property of the parent parcel ID #55-030-076-01 to David Steffen at a price of $40,000 per acre. On a roll call vote, all voted in favor. Motion passed.

    B. City Manager Lakamper discussed a purchase agreement with Classic Auto Mill for the remainder of the vacant Mill buildings.
    A motion by Keeney, seconded by Steele, approving the sale of buildings located on the permanent parent parcel ID# of 55-030-076-01, subject to surveys, and authorizing the City Manager and City Clerk to enter into a purchase/sale agreement for the property. Further authorize the City Manager and City Clerk to execute any documents or other agreements necessary to close on the sale of the property. Further authorize the City Manager and City Attorney to take any steps reasonably necessary to effectuate the sale of the Property subject to this motion. On a roll call vote, all voted in favor. Motion passed.

    C. City Manager Lakamper discussed a parking lot use agreement which would allow Mill 17 to have parking in front of buildings 15 and 16.
    A motion by Wisnaski, seconded by Keeney, authorizing the City Manager to enter into a use agreement with Mill 17 for the purposes of parking on the Mill property in front of buildings 15 and 16. On a roll call vote, all voted in favor. Motion passed.

12. Communications:
    A motion by Steele, seconded Keeney, to accept and place on file the December 2025 Department of Public Safety and Water Renewal Reports and the 12/09/2025 DDA/BRA/TIFA meeting minutes. On a voice vote, all voted in favor. Motion passed.

13. Accounts Payable:
    A motion by Keeney, seconded by Wisnaski, that the bills be allowed and orders drawn in the amount of $274,160.09 for payment of the same. On a roll call vote, all voted in favor. Motion passed.

14. Public Comments: A member of the public discussed Plainwell parks.

15. Staff Comments:
    Finance Director/Treasurer Wilcox stated she is excited to see these projects move forward.

    Personnel Coordinator/Deputy Treasurer Kersten congratulated the three business owners.

    Superintendent Nieuwenhuis congratulated the business owners. He reminded City residents not to put their trash container in the road- keep them in the driveway or curb area so the plow trucks don't hit them. Side walk maintenance is the responsibility of the home owner. The freezing temperatures are expected to continue, be aware that pipes may freeze and take appropriate action.

    Superintendent Keyzer congratulated the business owners, and shared that the Water Renewal plant is doing fine.

    Director Callahan congratulated the business owners, stating the fresh ideas are welcome. He shared that DPS has a mock assessment coming up.

    Clerk Leonard thanked everyone for a great meeting.

    City Manager Lakamper had nothing to add.

16. Council Comments:
    Councilmember Wisnaski thanked the public for coming to the meeting, and congratulated the businesses.

    Mayor Pro Tem Steele thanked the public for coming, and congratulated the business owners. She shared how nice it is to have something happening on the Mill site. She noted that the during public comment, those wishing for a greenspace or park lived in Gun Plain Township, and that it would be good idea for the Township to have a park for its residents.

    Councilmember Green shared how nice it was to have such a large turnout for the meeting, and was glad that everything passed.

    Councilmember Keeney thanked everyone for their hard work and congratulated the businesses.

17. Adjournment:
    A motion by Steele, seconded by Green, to adjourn the meeting at 9:21pm. On a voice vote, all voted in favor. Motion passed.

Minutes respectfully
submitted by,
JoAnn Leonard
City Clerk

MINUTES APPROVED BY CITY COUNCIL
February 09, 2026

_____
JoAnn Leonard, City Clerk

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City of Plainwell
Special Event Permit Application
For public events held in a City of Plainwell park or property

Permit # 2026 - 01

"The Island City"

If you would like to host a special event, please complete the application form below. Applications must be submitted at least 21 days before the event. Your event will not be approved until the following items are received and approved by the City:

PAID $50.00 CC
JAN 30 2026
City of Plainwell Treasury Office

1. A completed and signed Special Event Permit application form
2. Completed hold harmless agreement
3. $50 Special Event Permit Application fee paid
4. Liability insurance coverage with City of Plainwell listed as additionally assured, if required for your event

Date of application: 1/30/2026

Applicant Information:

Contact Name: Cassidy Brennan

Address: 931 10th Street   City: Plainwell   Zip: 49080

Phone: 269-993-3196   Email: cassidy@deansicecream.com

Sponsoring Organization/Business: Dean's Ice Cream INC

Address: 307 N Sherwood Ave   City: Plainwell   Zip: 49080

Phone: 269-865-6641

☒ Nonprofit   ☐ Profit

Event Information:

Date of Event 4/13 - 10/5   Mondays only   Event Start Time: 4 PM   Event End Time: 8 PM

Type of Event: Car show   Name of Event: Cruise in

Number of People Expected to Attend: 100

Location of event:

☐ Thurl Cook Park   ☐ Sherwood Park
☐ Kenyon Park   ☐ Hicks Park
☐ Fannie Pell Park   ☒ Other: On Sherwood between Oak st and Sterling st
☐ Band Shell

Please describe what areas of the park will be used: _____

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Event Details:

Please describe in detail the activities planned:

_____

_____

_____

Is this a fund-raising event? If yes, what is it for? _NO_____

Will participants or spectators be charged an admission fee? ☐ YES ☒ NO

Will there be alcohol for sale?   ☐ YES ☒ NO

Will there be food for sale?   ☒ YES ☐ NO

Will there be merchandise for sale?   ☐ YES ☒ NO

Will there be a vendor participation fee?   ☐ YES ☒ NO

Do you have insurance?   ☒ YES ☐ NO

Will any items be distributed?   ☐ YES ☒ NO

Will the event be advertised? If so, how?   ☒ YES ☐ NO

_Facebook_____

Does the event require on-site security?   ☐ YES ☒ NO

Does the event require on-site medical service?   ☐ YES ☒ NO

Does the event require street closure? If so, indicate route   ☒ YES ☐ NO

_____

Do you plan to have sound amplification?   ☒ YES ☐ NO

Is electrical power required (for sound amplification, lighting, etc)?   ☐ YES ☒ NO

If yes, please show items on a site plan and describe how power is to be provided

    ☐ Portable generator

    ☐ PGE temporary power service

    ☐ Other, please describe_____

Are you using local businesses?   ☒ YES ☐ NO

Special Services:

I am requesting permission to provide the following special services* at my event:

☐ Canopy/Tent

☐ Inflatables (please describe): _____

☐ Tables and chairs

☐ Caterer

☐ Alcohol

☒ Other (please specify): _Barricades for road closer_

*Groups providing special services must complete this form and provide a Certificate of Insurance two months prior to event date. Tents/canopies or inflatables must list the City of Plainwell as additionally insured and a copy of the insurance must be attached with this request.

*Tents/Structures: If you are installing or constructing any structures (tents, stages, etc.) please include a site plan showing these structures. Please describe type, size, and number of structures.

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S:\Administration\Permits\Special Event or Park Reservation Permit\Retired Forms or Word Versions for editing\CURRENT Special Event Permit Application.docx

City of Plainwell Hold Harmless Agreement

This special event applicant or designee of the sponsoring organization(s) (hereafter called "permittee") agrees to reimburse the City of Plainwell (hereafter called "City") for all loss incurred by it in repairing or replacing damage to City property proximately caused by the permittee, its officers, employee, agents, monitors, or any other persons attending or forming the special event who were, or should have been, under the permittee's control. Persons who merely attend or join in a special event are not considered by that reason alone to be "under the control" of the permittee.

The permittee further agrees to defend without costs, indemnify, and hold harmless the City, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of or alleged to arise out of the permitted event, which was proximately caused by the actions of the permittee, its officers, employees, agents, including monitors, or any other persons attending or joining in the event who were, or reasonably should have been under the control of the permittee. Persons who merely attend or join in an event are not considered by that reason alone to be "under the control" of the permittee.

I understand and agree to comply with all the terms of the above Hold Harmless Agreement if my application has been approved and all special conditions and required advance payment have been met.

Signature of Permittee(s): _Cassidy Brown_ Date: 1-30-26

Signature of Officer of Sponsoring Organizations: _Cassidy Brown_ Date: 1-30-26

Title: _Vice President_

I declare under penalty of perjury that the information provided in this application is correct.

We agree to remove all props and items brought into the public areas and clean up all litter and debris that result from our event the same day as the event. I understand that a permit is required before this event can be held.

Signature of Applicant: _Cassidy Brown_ Date: 1-30-26

Please Send Completed Applications To:

City of Plainwell
211 N. Main Street
Plainwell, MI 49080
269-685-6821
Or email to: contactus@plainwell.org

Administrative Use Only:

Received by: _JL_   Date: _1/30/2026_   Amount paid: _$00.00_ cash/CC/check # _CC_

☐ Application approved   ☑ Permit # assigned   ☐ Event on calendar

☐ Application scanned & logged   ☐ Email DPW/DPS   ☐ Notice posted before event

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"The Island City"

TO: City Council / Justin Lakamper, City Manager

FROM: Denise Wilcox, Treasurer

DATE: February 2, 2026

SUBJECT: OPEB Trust Contribution

SUGGESTED MOTION: I motion to approve a transfer of $9,711.00 into the OPEB Trust to cover the actuarially determined "normal cost" for employees covered by the City of Plainwell Retiree Medical Plan.

BACKGROUND INFORMATION: The City maintains a Trust Fund for its Retiree Medical Plan, which is an "other post-employment benefit" (OPEB) offered to members of the POLC and SEIU labor groups. The City recognizes liabilities on its annual financial statements for future costs associated with the Plan, which are determined by an annual actuarial valuation. Per Governmental Account Standards, cost associated for covered employees hired after June 30, 2018 are required to be deposited into a separate Trust account to be paid out in the future when the costs are actually incurred.

ANALYSIS: As of the June 30, 2025 Actuarial Valuation, the City's minimum required contribution to the Trust is $9,711.00. The full OPEB Valuation Report was included in the most recent audit and is available for inspection at any time.

BUDGET IMPACT: The recommended contribution amount is included in the 2024/2025 City Budget and funds are available.

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SCHEDULES OF REQUIRED SUPPLEMENTARY INFORMATION

Description of Actuarially Determined Contributions

Although not required as part of GASB reporting, we have included an Actuarially Determined Contribution in order to provide information for funding. This recommended contribution is designed to eventually fund your plan enough that you can pay retiree benefits directly from the trust instead of general operating funds. The amortization period is based on average future working years for active employees.

Actuarially Determined Contribution (ADC)[1]	Fiscal Year Ending June 30,	
	2026	2025
Discount rate	4.81%	4.21%
Amortization period	5 years	6 years
Amortization method	Level % of pay	Level % of pay
Service cost	17,197	33,054
Amortization of Net OPEB Liability	255,034	215,795
Interest to end of year	13,094	10,477
Total ADC	$285,325	$259,326

PA 202 was issued by the State of Michigan and requires the calculation of other "contribution" amounts. These are

1. The Actuarially Determined Contribution (ADC) using Assumptions for financial reporting and
2. The minimum required amount to be deposited into an OPEB trust

The first of these contributions as shown above, $259,326, is an amount required to be reported to the State of Michigan and may be used to determine whether a Corrective Action Plan (CAP) must be adopted if one hasn't yet been implemented. *It is not a required contribution.*

The second of these numbers is the actual minimum amount the State of Michigan requires you to deposit into a trust and it is based on the service cost (actuarially calculated) for those covered by your plan and hired after June 30, 2018. The normal cost for these employees is $9,949. For 2026, the normal cost for these employees is $9,711 and you would deposit that money into an OPEB trust to meet minimum funding requirements.

Minimum funding rules under PA 202 require that retiree healthcare benefits continue to be paid from general operating funds until plan funds are sufficient to pay benefits.   That amount was $27,901 for 2025.

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[1] ADC for 2025 and 2026 is based on actuarial assumptions consistent with reporting as of June 30, 2024 and June 30, 2025, respectively.

"The Island City"

TO: Mayor and City Council

FROM: Justin Lakamper, City Manager

DATE: February 9th, 2026

SUBJECT: Email Upgrade

SUGGESTED MOTION: "I motion authorize Clark Technical Services to upgrade the City email system to Microsoft 365 for a total cost of $9,536."

BACKGROUND INFORMATION: Plainwell's current email system is run through an exchange server housed at city hall. This system works with a license from Microsoft for 200 email addresses that were originally issued in perpetuity. Microsoft has recently announced that they are no longer servicing those licenses. This leaves us with the option to use a different linux based software to host our emails on the physical exchange server at city hall, or upgrade to Microsoft 365 or Google Workspace. Microsoft 365 and Google Workspace are subscription based software that you pay for per user and include email and all of the other programs in the office suite. Moving to this model will bring both our email functionality and office suite programs up to a modern standard. Our office programs, such as excel and word, are all currently purchased on a single user basis. This means that some employees have older versions that do not have all of the latest functionality. The subscription model always provides us with the most recent version of all of these programs. Some upgraded functionality includes allowing multiple users to work on a single document at the same time. Additionally, it will allow us to access documents by using a web browser from any computer.

Our IT service provider Clark Technical will perform the email upgrade, which requires all of the existing email accounts to be migrated over to the new system.

ANALYSIS: While we are once again being forced to upgrade, similar to the website, all software providers are moving to the subscription model. Therefore, even if we chose to keep the exchange server today, we will most likely still have to make this change in the future. Moving away from the exchange server will also provide us with a better product. Many employees have issues with our current email system, including it freezing up regularly, not providing accurate searches through old emails, and otherwise not providing a good user experience. Both Microsoft and Google would provide similar functionality and experience, our workforce is used to using Microsoft and changing to Google, despite being very similar, would

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require everyone to relearn the programs that they use every day. Additionally, Google is more expensive than Microsoft. Therefore, I recommend moving to Microsoft 365.

Microsoft 365: Annual subscription cost $3,666 + Clark Technical Charge to setup and migrate $5,870 = a total cost of $9,536

BUDGET IMPACT: This is an unbudgeted item and would add at least $9,536 in expenditures to General Fund.

ATTACHEMENTS: Quote from Clark Technical Services

Clark Technical Services

1856 South Broadway Road   269.945.3806
Hastings, Michigan 49058   tclark@clarktechnical.com   32-0273206

Quotation 95

Date   12.18.2025

City of Plainwell

211 N. Main Street

49080 - Plainwell (Michigan), USA

Office 365 Migration

Time and Materials	$9,536.00
Balance Due	$9,536.00 USD

Line Items

Product code	Net price	Qty./Hours	Description
GNS	$528.00	11	Microsoft Exchange Online (Plan 1) - 1 Year
GNS	$288.00	4	Microsoft Business Basic - 1 Year
GNS	$2,850.00	19	Microsoft Business Standard - 1 Year
CTS-BTS	$3,315.00	51	Migrate mailboxes per user (34 mailboxes)
CTS-BTS	$1,235.00	19	Migrate MS Office licenses from perpetual customer owned to Microsoft subscription. (19 licenses)
CTS-ATS	$1,320.00	8	Setup and configure Microsoft Office 365 Administrative console. Create and configure users, security, et. al.

"The Island City"

TO:	Mayor and City Council
FROM:	Justin Lakamper, City Manager
DATE:	February 9th, 2026
SUBJECT:	Website Upgrade

SUGGESTED MOTION: "I motion to approve a contract with _____ for the purposes of upgrading and hosting the city website for a cost of _____."

BACKGROUND INFORMATION: Plainwell's current website is run on a platform called CMS 1.0 from a Michigan based company called Muniweb who specialize in municipal websites. They have informed us that they are phasing out their CMS 1.0 platform and will no longer be able to host our current website. This is forcing us to upgrade the website to their new CMS 2.0 platform, or go with a new provider. This is unfortunate, but the website is old and currently has a very large number of pages and buttons that can make the user experience somewhat difficult. We have internally discussed a want to streamline the website so that the most important information is easier to find, without the number of layers that we currently have. We have reached out two other companies, both of which are located in Michigan and specialize in municipal websites. Even though this change is being forced on us, it was probably time to address the website, and this upgrade is pushing us to do so.

ANALYSIS: The three companies have provided us with quotes and due to price I have had meetings with both Muniweb and Revise to review their proposals. Both companies are capable of providing us with a quality and ADA compliant website. Since our goal is to streamline the website we are not in need of a lot of the bells and whistles that all of these companies offer. I asked them to give us proposals with that goal in mind and Muniweb has given us the cheapest offer which includes them doing the work of migrating our current site to the new platform. Revise would require city staff to do a lot of the migration work. Due to Muniweb being the least expensive I would recommend choosing Muniweb.

Muniweb: $7,650, Revise: $9,200, City Web Central: $15,000

BUDGET IMPACT: This is an unbudgeted item and would add at least $7,650 in expenditures to General Fund.

ATTACHMENTS: Website Proposals

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City of Plainwell, MI

Proposal for muniCMS 2.0 Conversion Services
February 4, 2026

Mathew Kurian
mkurian@muniweb.com
888-MUNI-WEB / 1-888-686-4932

2045 McIntosh Dr., Troy MI 48098
www.muniweb.com

Table of Contents

In the electronic version, click on any chapter in the Table of Contents to move to that section.

2045 McIntosh Drive, Troy, Mi 48098
All information contained in this proposal is ©2025 by muniweb®.

jsheth@muniweb.com

muniweb.com

Terms and Conditions Apply

888-MUNI-WEB

Page: 2

Dear Mr. Lakamper,
Email: jlakamper@plainwell.org
Client: City of Plainwell, hereafter referred to as the Client

Thank you for your continued partnership with Muniweb and for reviewing our proposal for migrating from muniCMS® 1.0 to muniCMS® 2.0. An overview of the evolution from muniCMS® 1.0 to muniCMS® 2.0, including key functional and architectural differences, is provided in *Attachment 1 – Why muniCMS® 2.0*.

After further internal review—and in recognition of the approval and budgeting processes standard to your organization—we have refined this proposal to provide **greater clarity, simplicity, and long-term cost predictability**, while ensuring uninterrupted service continuity.

What This Proposal Delivers

- One-time migration and redesign costs remain unchanged from prior proposals – **but these costs include all the optional modules that you requested**

- **Monthly hosting includes the full muniCMS® 2.0 platform**, consolidating core capabilities that were previously separated or implied, resulting in a lower total cost.

- **Muniweb performs a complete migration of all existing website pages and content**, preserving structure, navigation, and public access.

- Many tools municipalities rely on daily are now included as part of the **standard platform**, including capabilities that are optional, limited, or unavailable from the others.

Clear, All-In Pricing

All standard features, optional enhancements, and third-party services are **clearly documented** within the proposal and its attachments. There are **no hidden fees or post-award surprises**. Optional services, where applicable, are explicitly described and billed by Muniweb, providing a single point of accountability.

We appreciate your continued trust in Muniweb and welcome any questions regarding this revised proposal.

Warm regards,

Jay Sheth

Jay Sheth
muniweb®
jsheth@muniweb.com
Direct: 248.931.5556

Options	Description	One Time Cost	Monthly Hosting	Key Details
Option 2 – Standard Redesign	Select from four municipal templates. Muniweb performs setup and provides training; Muniweb performs the full content migration.	$7,650	$285	Includes up to 6 hours of design refinements, **full content migration, and ADA compliance for all non-PDF content**. Includes a 2-hour training session for up to four staff members.

*Detailed Payment schedule and terms are outlined in Section 9 of this proposal.

For municipalities migrating from **muniCMS® 1.0 to muniCMS® 2.0**, the monthly hosting fees above reflect continuity of certain third-party services currently in use by the Client within muniCMS® 1.0 at the time of migration. This includes Acuity, Constant Contact, CalendarWiz.

These services are enabled and managed by Muniweb as part of the migration and initial launch. Expanded usage, additional services, or new third-party tools introduced after launch are addressed separately as described in **Section 8** and **Attachment 2**.

This migration-specific hosting structure applies only to clients transitioning from muniCMS® 1.0 and does not alter standard pricing for new website engagements.

Service Rates and Ongoing Assistance
Ongoing configuration, customization, operational assistance, and technical support services are provided separately.
Muniweb service rates and support options are detailed in Attachment 3.

Our proven four-phase project plan ensures a smooth transition to muniCMS® 2.0 — on time, on budget, and without disrupting your website presence or operations.

Milestone 1 – Project Initiation & Consultation

Duration: Approximately 3 weeks

This phase begins with contract execution and a **kickoff meeting** to establish project goals, team roles, and communication channels.

We then conduct a **Design and Systems Consultation** with key Client representatives to review design preferences, navigation goals, and desired site functionality.

During this stage, we:

- Review existing website content and analytics to assess current strengths and gaps.
- Identify new features or modules to be added as part of the 2.0 migration.
- Create a **web-based Client Workshop** portal to track project progress, approvals, and content readiness.

Deliverable: Flat homepage design mockups and system structure outline.

Milestone 2 – Design and Navigation Approval

Duration: Approximately 1½ weeks

Based on Client feedback, we refine and finalize the **homepage** and create a complementary **interior page design** to ensure a consistent visual identity across the site.

In parallel, we review and finalize the **navigation structure** to ensure intuitive access to services, documents, and meeting information.
We'll also review the current site content with the Client's editors to confirm which materials will be migrated "as-is" and which require updates.

Deliverable: Approved homepage and interior page designs, along with a preliminary "website skeleton" viewable online for early navigation testing.

Milestone 3 – Website Construction, Migration, and Training

Duration: Approximately 4–6 weeks

Once design approval is complete, our development team:

- Builds responsive templates for each section of the site.
- Migrates existing and new content into the new muniCMS 2.0 platform.
- Performs internal quality assurance and **ADA/WCAG 2.1 AA compliance testing** using automated and manual accessibility tools.
- Conducts **cross-browser and mobile device testing** to ensure uniform performance.

During this phase, we also provide **editor training** for the Client's staff — up to four participants — following a *train-the-trainer* model to enable internal self-sufficiency.

Deliverable: Fully functional development website, accessible for client review, testing, and training.

Implementation Summary

The **typical project duration is 12–16 weeks**, depending on content readiness and review turnaround.
Providing final content and approvals promptly can shorten the overall schedule.

Milestone 4 – Go-Live and Deployment

Duration: Approximately 2–3 days

In the final stage, muniweb relocates the site to production servers, performs DNS setup, and runs final system checks.
The site is registered with major search engines, and the Client's staff receive a post-launch checklist for reference.

Deliverable: Live, ADA-compliant, responsive website — visually engaging, mobile-friendly, and fully managed under the new muniCMS 2.0 platform.

This timeline provides a representation of the typical timeline for a website redesign project after contracts are signed.

Task	Who	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16
Design																	
Design Consultation	MWS & Client	■															
Design Mock-Up	MWS	■	■	■													
Design Review	MWS & Client			■													
Design Modifications	Client				■	■											
Content Consultation	MWS & Client		■	■	■	■											
Construct																	
Create CMS Templates	MWS					■											
Website Construction	MWS					■	■										
Provide Content	Client			■	■	■											
Content Migration	MWS					■	■	■	■	■	■	■	■				
Review of Website	MWS									■	■	■					
Browser and Mobil Testing	MWS										■	■	■	■			
Website Reveal & Review	MWS & Client												■	■			
Training																	
Website Editor Training	MWS & Client												■	■	■		
Deploy																	
Go Live / Deployment													■	■	■	■	■
Software Maintenance	MWS																→
Content Updates	Client																→
Customer Support	MWS																→

Your muniCMS® 2.0 website will be hosted in **Muniweb's Tier III data centers**, providing the reliability, performance, and security required for critical municipal operations. Muniweb's hosting infrastructure and monitoring systems are purpose-built for government websites, ensuring continuous uptime, data protection, and rapid disaster recovery.

5.1 Data Center Infrastructure
- Tier III, access-controlled facilities with **24/7/365 monitoring**
- Redundant power systems with **natural-gas generators and battery backup**
- Multi-carrier network connectivity supporting high-availability bandwidth
- Server-class hardware with **RAID-based redundant storage**
- **Daily incremental** and **weekly full backups** are stored both onsite and offsite
- Continuous performance and health monitoring of all critical systems

5.2 Disaster Recovery and Business Continuity
- **Recovery Time Objective (RTO):** 30 minutes
- **Recovery Point Objective (RPO):** 24 hours
- Automated backup processes with off-site replication
- Real-time system status monitoring and alerting
- Rapid failover to standby systems in the event of hardware or network failure

5.3 Network and Data Security
- Separate, redundant firewalls at both data-center and server levels
- Continuous intrusion detection with automated IP blocking
- Regular penetration and vulnerability testing
- Real-time DDoS monitoring and mitigation through third-party countermeasures
- Ongoing operating system, database, and application patching
- Antivirus protection and centralized log monitoring to ensure platform integrity

5.4 Performance and Platform Maintenance
- Regular hardware and software updates included as part of hosting
- Database optimization and routine security audits
- Secure HTTPS access for all websites
- SSL certificates are provided when Muniweb manages the DNS configuration required for certificate provisioning and validation.
- Proactive notification of planned maintenance to ensure transparency and minimal disruption
- Secure, managed data storage provisioned by default to support standard municipal website content

Result

The Client's website will operate within a **secure, redundant, and high-performance hosting environment**, monitored around the clock to ensure maximum uptime, rapid recovery, and protection against evolving cyber threats.

Statement of WCAG 2.1 AA (ADA) Compliance

Every **muniCMS® 2.0** website is developed and tested to meet **WCAG 2.1 AA** accessibility standards, ensuring equal access for all residents, including those with disabilities. Accessibility is reviewed during both the **design** and **content phases**, using a combination of automated scans and manual evaluation to verify compliance.

This two-step process ensures your site launches ADA-compliant and provides the foundation for continued **compliance** through proper content management.
As part of staff training, editors learn how to maintain accessibility when posting new material, ensuring the Client's website remains inclusive and legally sound over time.

Training and Knowledge Transfer

Muniweb provides hands-on, practical training so your staff can confidently manage and update the new website.

Highlights:

- Conducted remotely using your live website as the training environment.
- This system covers real-world tasks such as adding agendas, minutes, news items, and notices.
- Includes up to **four Client staff members**.
- Delivered using a **Train-the-Trainer model**, with digital reference materials provided.

This approach ensures Client's staff have the tools and confidence to manage daily updates, maintain ADA compliance, and preserve design consistency.

Client's Role in the Project

Your participation and timely input are key to a successful and efficient migration.

Client Responsibilities Include:

- Providing your vision for the website's look, feel, and structure.

- Supplying and reviewing existing content for accuracy before migration.
- Approving key milestones — homepage design, navigation, interior page layout, and mobile view.
- Attending approximately **three to five online review meetings** with the Muniweb project team.

Muniweb's collaborative process ensures that the final website reflects **The Client's unique identity**, meets accessibility standards, and empowers your staff to manage it effectively after launch.

The muniCMS® 2.0 platform is delivered as a complete, modern municipal website solution. All Muniweb websites include the following standard capabilities, enabled by default and ready for immediate use.

Many of these capabilities may be enhanced, customized, or extended based on the Client's operational needs, internal workflows, scale, or integration requirements. Such enhancements are scoped separately and delivered on a time-and-materials basis or as a defined project.

Certain capabilities rely on optional third-party services (such as email marketing platforms, SMS gateways, specialized scheduling tools, or payment processors). When used, third-party licensing or usage fees apply and are managed by Muniweb.

7.1 Accessibility and Compliance

- **WCAG 2.1 AA–ready** templates and content structure
- **Accessibility-aware layouts** supporting screen readers and keyboard navigation
- Editor training focused on maintaining accessibility over time
- Support for integrated accessibility widgets and third-party accessibility tools

7.2 Transparency and Governance

- **Agendas, Minutes & Meetings** – Organized by board and year, with document and video support
- **Boards & Commissions Directory** – Member listings, terms, and meeting information
- **Bids & Proposals** – Scheduled posting, expiration, and archiving
- **Employment Opportunities** – Job postings with configurable application workflows
- **News & Announcements / Press Releases** – Publish and archive official communications
- **Document & Media Library** – Searchable repository for public records and files

7.3 Community Communication and Engagement

- **Alerts & Emergency Notices** – Site-wide banners and alerts for urgent communications
- **Email Notifications (Standard)** – Built-in email subscription and notification capability
  - Integration with managed third-party email marketing platforms (e.g., Constant Contact) is available for advanced campaigns and analytics
- **Calendar of Events (Standard)** – Built-in community calendar for events and meetings
  - Enhanced scheduling and publishing features using managed third-party services (e.g., CalendarWiz) may be enabled
- **Polls and Surveys** – Built-in tools for resident feedback and reporting
- **Image Galleries** – Organized photo and media galleries
- **Video Embedding** – Support for live or on-demand video via external platforms

7.4 Resident Services and Requests

- **Online Forms** – Secure, spam-protected online forms for public submissions
- **Contact and Inquiry Forms** – General-purpose contact and request forms
- **Action Center** – Centralized intake of resident service requests
- **Do Not Knock Registry** – Online opt-out registry with exportable records
- **Home Watch Request** – Resident requests for home-watch services

Workflow automation, routing, approvals, notifications, reporting, and integrations may be configured or extended as needed.

7.5 Community and Economic Development

- **Business Directory** – Searchable directory of local businesses
- **Available Buildings / Sites** – Listings for commercial or redevelopment properties
- **Social Media Sharing** – Publish selected content to municipal social media channels
- **RSS / Syndicated Feeds** – Distribute content to external aggregators and services

7.6 Facilities, Programs, and Scheduling

- **Reservation System** – Online facility and room reservations
- **Event Registration (Non-Payment)** – Basic registration for programs and events

Payment processing, advanced approval workflows, and **expanded scheduling capabilities** may involve managed third-party services or additional configuration effort.

7.7 Payments, Utilities, and Tax Processing

Payment portals, merchant accounts, utility billing systems, and tax collection services are typically established and maintained by the Client through third-party providers such as BS&A or similar municipal systems.

Muniweb manages the technical integration of these services with the muniCMS® 2.0 platform, enabling secure access and a seamless user experience for residents.

At the Client's request, Muniweb may also administer selected third-party services on the Client's behalf, including configuration, coordination, and ongoing operational support.

7.8 Internal Communication and Intranet

- **Intranet / Staff Portal** – Secure internal website for policies, documents, and staff resources
- **Group Chat / Internal Messaging** – Support for internal group communication using managed third-party chat services
  - **Tidio** for basic internal messaging and chat functionality
  - **Hyvor Talk** for advanced group discussions, moderation, and forum-style internal communication

Muniweb manages the selection and configuration of internal communication tools in line with the client's requirements. Applicable licensing or subscription fees, where required, are billed by Muniweb.

7.9 Design, Content, and User Management

- Responsive, mobile-first layouts compatible with modern browsers
- Browser-based content management (no special software required)
- Role-based user access with permissions and audit history
- Page preview, scheduling, and rollback functionality
- Dynamic navigation, breadcrumbs, and integrated search

7.10 Mobile Application Readiness

- **Mobile Application–Ready Architecture** – Structured content, feeds, and APIs designed to support native mobile applications
- Content, events, alerts, documents, and notifications may be delivered to mobile applications without duplicating data or workflows

Note: Design, development, deployment, and maintenance of native mobile applications (iOS and Android) are provided as a separately priced service. App store accounts, third-party licensing, push notification services, and ongoing application support are billed separately.

7.11 Messaging and Notifications

- **SMS Notifications** – Text message alerts delivered via managed third-party SMS gateways (e.g., Clickatell)
  - Subject to per-message or usage-based fees

7.12 Performance, Security, and Platform Operations

- Hosting in secure, redundant Tier III data centers
- SSL encryption (when Muniweb manages DNS)
- Regular platform, security, and infrastructure updates
- Daily incremental and weekly full backups
- Platform monitoring and operational maintenance

7.13 Technical Support and Services

Ongoing technical support, content assistance, configuration services, and enhancements are **not included** with standard hosting.

Support is provided under a separate support plan or on a time-and-materials basis, as selected by the Client. Available services may include:

- Time-and-materials assistance for updates or troubleshooting
- Scoped services for enhancements, automation, or integrations

Muniweb service rates and support options are provided in **Attachment 3**.

Result

Every muniCMS® 2.0 website delivers a complete, transparent, and accessible digital presence out of the box—without requiring municipalities to purchase add-ons for essential website functionality.

While muniCMS® 2.0 includes a comprehensive set of standard capabilities as described in Section 7, Muniweb also offers a range of **enhancements, integrations, and managed third-party services** that may be enabled to support specific operational needs, continuity of existing services, or future expansion.

These services are **optional** and may be implemented during initial deployment, migration, or at any time thereafter.

Where third-party platforms or usage-based services are utilized, **Muniweb manages the vendor relationship, configuration, and billing**, providing the Client with a single point of contact and consolidated invoicing.

Pricing and usage considerations for managed third-party services are summarized in **Attachment 2**.

8.1 Continuity of Existing Services (Migration Clients)

For municipalities migrating from muniCMS® 1.0, certain third-party services currently in use may continue to be enabled with muniCMS® 2.0 to preserve operational continuity.

These services may include (but are not limited to):

- Email marketing platforms
- Enhanced calendar and scheduling tools
- Appointment scheduling
- SMS notifications
- Internal communication tools
- Payment, utility, or tax processing integrations

For migration clients, applicable continuity services may be reflected in the migration pricing or hosting structure described in Section 2.
Additional services, expanded usage, or new services introduced after launch are addressed separately and may involve additional fees.

8.2 Communication and Messaging Enhancements

- **Email Marketing Platforms** – Advanced email campaigns, analytics, segmentation, and list management using managed third-party platforms (e.g., Constant Contact).
- **SMS / Text Messaging** – Text alerts and notifications delivered through managed third-party SMS gateways (e.g., Clickatell), subject to usage-based fees billed by Muniweb.

8.3 Calendars, Scheduling, and Appointments

- **Enhanced Calendar Services** – Advanced scheduling, publishing, and subscription features using managed third-party calendar services (e.g., CalendarWiz).
- **Appointment Scheduling** – Online appointment booking and availability management using managed third-party tools (e.g., Accuity).

8.4 Payments, Utilities, and Tax System Integrations

Municipal payment processing, utility billing, and tax collection services are typically provided through **Client-selected third-party platforms**, such as BS&A or similar municipal financial systems.

Muniweb supports and manages the **technical integration** between the muniCMS® 2.0 platform and these third-party services, enabling residents to securely access payment portals, utility accounts, and tax information directly from the municipal website.

At the Client's request, Muniweb may also **administer and manage selected third-party services** on the Client's behalf, including configuration, coordination, and ongoing operational support.

Integration scope, administration responsibilities, and any associated fees are defined based on the selected services and are billed by Muniweb in accordance with the agreed terms.

8.5 Internal Communication and Collaboration Enhancements

- **Group Chat and Internal Messaging** – Advanced internal communication tools using managed third-party platforms, including:
  - Entry-level or basic chat services (e.g., Tidio)
  - Moderated discussion forums and threaded conversations (e.g., Hyvor Talk)

All internal communication tools are configured, administered, and billed by Muniweb.

8.6 Workflow Automation and Advanced Configuration

- Extended workflows, approvals, routing, notifications, and reporting
- Advanced form logic, integrations, and data handling
- Automation aligned with departmental or cross-departmental processes

These services are scoped based on Client requirements and delivered as defined projects or on a time-and-materials basis.

8.7 Mobile Applications

- **Native Mobile Applications (iOS and Android)** – Design, development, deployment, and maintenance of native mobile applications that surface muniCMS® 2.0 content, alerts, and notifications.

Mobile applications are provided as a separately priced service and may involve third-party platform fees, app store accounts, and ongoing support, all of which are administered and billed by Muniweb.

8.8 DNS, Domain, and SSL Management

Secure HTTPS access for muniCMS® 2.0 websites requires proper DNS configuration and certificate validation.

Muniweb manages **DNS configuration** as required to provision, validate, and maintain SSL certificates and secure website access.

The Client may retain ownership and billing responsibility for the domain registrar.
If the Client elects for **Muniweb also to manage the domain registrar**, Muniweb will administer domain registration, renewals, and related DNS services on the Client's behalf.

Any recurring fees associated with registrar administration and DNS management are billed by Muniweb in accordance with the terms outlined in **Attachment 2**.

8.9 Integrations and Custom Extensions

- Integration with external systems, data feeds, or enterprise platforms
- Custom development to support unique municipal workflows or services

Integration and development efforts are scoped separately based on requirements.

8.10 Storage and Bandwidth Management

The muniCMS® 2.0 hosting environment includes storage and bandwidth designed to support standard municipal website operations, including public documents, images, agendas, minutes, and typical website content delivery.

Included Resources

- **Storage:** Up to **20 GB** of total website storage
- **Bandwidth:** Hosting capacity designed to support **approximately 500 GB of monthly data transfer** under typical municipal usage patterns

These allocations are intended to comfortably accommodate typical municipal website traffic during standard business hours and normal public access periods.

Additional Storage

If the Client's storage usage exceeds the included allocation:

- Additional storage may be added in **10 GB increments** at **$25 per month per increment**, which will be incorporated into the Client's monthly hosting fees.

Bandwidth Review

Bandwidth usage that **significantly and consistently exceeds** typical municipal usage patterns—such as sustained high-volume downloads, large-scale media hosting, or non-website uses—will be reviewed with the Client.
If required, adjustments to hosting or additional fees may be proposed to ensure continued platform performance and stability.

Exceptionally high-usage scenarios, including large archival scanning projects, video hosting, or specialized data repositories, are reviewed separately and scoped as needed.

8.11 Service Delivery and Billing

For all enhancements and managed third-party services:

- **Recurring monthly fees** associated with enabled enhancements or managed services are **added to the Client's monthly hosting invoice**.
- **Non-recurring costs**, including setup fees, configuration, customization, usage-based charges, or project-based services, are **invoiced separately** in accordance with the terms agreed upon for those services.

Muniweb service rates for configuration, customization, operational assistance, and support are provided in **Attachment 3**.

9.1 Payment Structure

The following payment structure applies based on the selected conversion option.
All invoices are payable within **15 days of receipt** unless otherwise agreed in writing.

Options 2 – Redesign Projects
For redesign projects managed by Muniweb, the following milestone-based schedule applies:
- 40% due upon Project Initiation and contract execution.
- 10% due upon Design and Navigation Approval.
- 30% due upon completion of Website Construction and Training.
- 20% due upon Website Deployment (Go-Live).

9.2 Standard Terms
- Invoices are due within **15 days** of issue.
- **All payments are to be made Electronically only.**
- A finance charge of 2% per month (24% annual rate) will apply to all past-due balances.
- Payment delays may affect project scheduling or the activation of hosting.
- Hosting and support services are billed monthly beginning at project kickoff.
- Change requests or additions outside the original project scope will be billed separately at Muniweb's current hourly rates.
- Any required travel or onsite training expenses (if requested) will be pre-approved and billed at cost.

9.3 Limitation of Liability

Muniweb's total cumulative liability for any claim arising out of this agreement, whether in contract, negligence, or otherwise, shall not exceed twenty percent (20%) of the total fees paid by the Client under this proposal, not including the monthly fees.
In no event shall Muniweb, its affiliates, or subcontractors be liable for any indirect, incidental, consequential, or special damages, including loss of data, business interruption, or loss of profits, even if advised of the possibility of such damages.
The Client remains responsible for the accuracy, legality, and ownership of all content posted to the website.

9.4 Errors, Omissions, and Service Limitations

Muniweb makes commercially reasonable efforts to ensure the accuracy, reliability, and proper functioning of the muniCMS® 2.0 platform and all associated services provided under this proposal. Due to the inherent complexity of software systems, content migration, integrations, configurations, and reliance on third-party platforms, inadvertent errors or omissions may occur.

If an error or omission is identified that is directly attributable to Muniweb's services, Muniweb's responsibility shall be limited to **promptly correcting the issue** within a reasonable and mutually agreed timeframe.

Muniweb shall not be liable for any indirect, incidental, consequential, or special damages, including but not limited to loss of revenue, loss of data, interruption of services, or loss of public use, arising from the use of the website or related services.

Muniweb's total cumulative liability, if any, is subject to the limitation of liability set forth in Section 9.3

Services involving third-party platforms, integrations, data sources, or external systems are subject to the availability, accuracy, and performance of those third-party services and are outside Muniweb's direct control.

Nothing in this section limits Muniweb's commitment to good-faith support, transparency, and long-term partnership with the Client.

9.5 Force Majeure

Neither party shall be held liable for any failure or delay in performing its obligations under this agreement if such failure or delay results from circumstances beyond its reasonable control, including but not limited to acts of **nature**, fire, flood, war, terrorism, pandemic, civil unrest, government regulations, labor disputes, or failures of suppliers, networks, or hosting providers.
In such cases, performance shall be suspended during the period of delay, and the affected party shall notify the other as soon as reasonably possible.
Project timelines may be adjusted accordingly without penalty to either party.

9.6 Miscellaneous

- **Entire Agreement** – This proposal and any attachments represent the complete understanding between Muniweb and the Client regarding the services described. Any modifications must be agreed to in writing by both parties.
- **Assignment** – Neither party may assign its rights or obligations under this agreement without prior written consent, except that Muniweb may engage qualified subcontractors to perform specific tasks.
- **Severability** – If any provision of this agreement is found invalid or unenforceable, the remaining provisions shall continue in full force and effect.
- **Governing Law** – This agreement shall be governed by and construed under the laws of the **State of Michigan**, without regard to conflict-of-law principles.
- **Notices** – Any required formal notices shall be made in writing and delivered by certified mail or courier to the addresses below, unless updated in writing by either party.

10.0 Confidentiality, Ownership, Change Authorization, and Notices   back to TOC

10.1 Confidentiality

Muniweb shall not, during the term of this agreement or thereafter, disclose to any person, firm, or corporation any non-public information concerning the Client's business or affairs acquired in the course of providing services, except (a) with the Client's prior written consent or (b) as

required by law.
Muniweb shall not use such information for its own benefit or to the detriment of the Client.

10.2 Ownership and Cooperation

The Client shall at all times own the website created pursuant to this proposal, including all Client-provided content, data, graphics, and approved design elements.
Upon expiration or termination, the Client may contract with another provider for any or all services described herein. The Client may modify the website at its sole discretion, and Muniweb will cooperate reasonably to facilitate such transitions, including export of site content and data.

Note: The Client receives a non-exclusive license only while being serviced by Muniweb to use the **muniCMS®** platform and related proprietary software required to operate the site. Ownership of the underlying platform, source code, and proprietary technology remains with Muniweb.

10.3 Written Authorization for Billable Services

No out-of-scope or hourly services (such as enhancements, extra training, or content work) will be performed without written authorization from an approved Client representative.
Email authorization is sufficient for standard requests. Approved work will be billed at Muniweb's current hourly rates and in the agreed time increments.

10.4 Notices

All official notices and formal requests required under this agreement shall be delivered by **certified mail (return receipt requested)**, **personal service**, or **national overnight courier** (e.g., FedEx) to the addresses below, or to such other address as either party may designate in writing.
Day-to-day project communications and approvals may be exchanged via email between the designated contacts.

If to the CLIENT:
Justine Lakamper
City of Plainwell
211 N. Main Street
Plainwell, MI 49080
Email: jlakamper@plainwell.org

If to MUNIWEB:
Muniweb (Municipal Web Services, an Ingstron Company)
2045 McIntosh Dr.
Troy, MI 48098
Email: jsheth@muniweb.com

11.0 Proposal Validity and Acceptance   back to TOC

This proposal and its pricing are valid for **30 days** from the date of issue.
After that period, pricing, timelines, and availability are subject to review and adjustment based on current rates and workload.

By signing below, the Client acknowledges review and acceptance of the terms outlined in this proposal and authorizes Muniweb to proceed with the selected project option.

Accepted by Signature: _____

Print Name: _____

Title: _____

Date: _____

For Muniweb:

Signature: *Jay Sheth*

Jay Sheth, President
Muniweb (Municipal Web Services, an Ingstron Company)
jsheth@muniweb.com | 888-MUNI-WEB (1-888-686-4932)
2045 McIntosh Dr., Troy, MI 48098

12.0 Closing Statement   back to TOC

Muniweb sincerely appreciates the opportunity to continue serving **Plainwell Township, MI**. Our goal is to ensure a seamless, secure, and accessible web experience that supports the Township's transparency, communication, and community engagement goals.

We look forward to partnering with you on a successful migration to **muniCMS® 2.0** and to continuing our long-standing relationship built on trust, innovation, and service excellence.

Thank you for your continued partnership.

Why MuniCMS 2.0? – Technology and Platform Evolution

This attachment summarizes the platform evolution from muniCMS 1.0 to muniCMS 2.0. For the definitive list of standard muniCMS 2.0 features, please see Section 7.

Category	MuniCMS 1.0	MuniCMS 2.0	Benefit of MuniCMS 2.0
Core CMS Platform	Proprietary CMS ASP.NET	Based on Open-Source CMS .NET Core	Modern, flexible, open-source architecture with no license fees
Technology Stack	.NET Framework, SQL Server	.NET Core, C#, SQL Server Azure-ready	Cross-platform, cloud deployable, future-proof technology
User Interface	Legacy back-office editor	Modern UX with live edit	Cleaner UI, faster navigation for non-technical users
Design Framework	Responsive but fixed templates	Mobile-first flexible grid	Improved accessibility, faster load times
Accessibility	ADA compliance (general)	WCAG 2.1 AA + UserWay widget	Stronger legal compliance, better usability for all users
Hosting / Security	Tier III MI datacenters, RAID-5	Enhanced Tier III + DDoS mitigation, weekly penetration tests	Improved security and redundancy
Integration	Limited API support	Open-API + Zapier integration	Easier connection to third-party systems (GIS, payment, CRM)
Backup & Recovery	Daily incremental, weekly full 24 hr RPO 6 hr RTO	Off-site cloud backups 24 hr for Media files 4 hr RPO 1 hr RTO	Faster recovery and reduced data loss risk
SEO & Navigation	Manual meta tags, static menu	Dynamic sitemap, auto SEO tagging	Improved visibility and easier maintenance

Module availability highlights (1.0 → 2.0)

• New in muniCMS 2.0 (not available in 1.0): Calendar of Events (Event Board), searchable FAQ module, and integrated Accessibility Widget support.
• Modernized communications: improved e-notifications plus SMS/email alert options (when enabled).
• Better content organization: enhanced document/media library tools and modern content structuring for easier public access.
• Stronger accessibility foundation: templates and content structure aligned to WCAG 2.1 AA, supported by editor training.
• Improved publishing experience: modern editor UX with live edit/preview and cleaner navigation for non-technical staff.

MuniCMS 1.0 vs 2.0 Standard Modules Comparison

This table lists the **standard** modules available in MuniCMS 1.0 and MuniCMS 2.0, highlighting the key benefits of MuniCMS 2.0. MuniDIY is based on MuniCMS 2.0 and is a scalable, economical option, with pre-built templates designed for smaller communities.

Module / Feature	CMS 1.0	CMS 2.0	Muni DIY	Benefit of MuniCMS 2.0
Accessibility Widget	—	✓		User-Way Accessibility widget integrated. User-Way is a Plug-in to improve ADA Accessibility
Agendas & Minutes / Meetings	✓	✓	✓	Integrated video links, and field to add additional custom files, and agenda management.
Alerts / Notices Emergency	✓	✓	✓	Dual-mode alerts (banner + pop-up) SMS Service can be attached for extra fee
Bids / Proposals	✓	✓	✓	Enhanced scheduling and presentation formatting.
Boards & Commissions Directory	✓	✓		Easier department linking and photo integration.
Business Directory	✓	✓		Enhanced listings with promotions.
Calendar of Events-aka Event Board	—	✓		Public event submission and moderation List view
Department / Employee Directory	✓	✓	✓	Searchable with photos, roles, and contact info.
Document & Media Library	✓	✓	✓	Improved file organization and metadata tags.
Employment Opportunities	✓	✓	✓	Schedulable postings with custom forms.
FAQ (Questions & Answers)	—	✓	✓	New searchable FAQ module.
Home Page Slideshow	✓	✓	✓	Modern carousel controls and accessibility-ready. Background image – can customize it to buttons
News & Announcements	✓	✓	✓	Better formatting and automatic archiving.
Online Contact Form	✓	✓	✓	Enhanced spam invisible protection does not need CAPTCHA.
Polls	✓	✓		Modern layout with real-time results.
Surveys	✓	✓		30+ question types with exportable data.
Video Services	✓	✓	✓	Live streaming and on-demand options. Embed any external service with a simple HTML code

2045 McIntosh Drive, Troy, Mi 48098
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jsheth@muniweb.com

muniweb.com

Terms and Conditions Apply

888-MUNI-WEB

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This attachment summarizes **optional enhancements** including managed 3rd party services that may be enabled in conjunction with the muniCMS® 2.0 platform.

All services listed below are **administered, configured, and billed by Muniweb**, providing the Client with a single point of contact and consolidated invoicing.
Services may be enabled during initial deployment, migration, or added at any time thereafter.

Ref	Module / Feature Name	Description	Cost / Billing Basis
A2-1	Email Platform **Constant-Contact**	Advanced email campaigns, subscriber management, analytics, and reporting integrated with the website.	$25/mo 500 contacts $50/mo 1,000 contacts $100/mo 5,000 contacts Contact and List limits are governed by plans selected
A2-2	Enhanced Calendar **Calendar-Wiz**	Advanced event scheduling, publishing, subscriptions, and multi-calendar coordination based on selected category tier.	$25/mo 8 Categories $50/mo 50 Categories
A2-3	Appointment Scheduling **Acuity**	Online appointment booking and availability management for municipal services.	Starting at $40/mo Pricing varies by selected plan and usage level.
A2-4	SMS / Text Messaging	Text message alerts and notifications for time-sensitive communications.	$20/mo base $5/mo for each SMS list $0.04/msg for 2,000Msgs $0.03/msg 2,001 to 5000 Msgs $0.02/msg 5001+ Msgs
A2-5	Advanced Internal Group Discussions	Moderated discussions, threaded conversations, and internal forums.	Quoted separately Hourly or Fixed-Fee
A2-6	Online Payment Processing -	Integration with third-party payment portals for permits, fees, registrations, and services.	Quoted separately Hourly or Fixed-Fee
A2-7	Utility & Tax Payment Integration **BS&A**	Integration with municipal systems to support utility billing and tax payments.	Quoted separately Hourly or Fixed-Fee
A2-8	Mobile Applications (iOS / Android)	Native mobile applications surfacing website content, alerts, and notifications.	Quoted separately Hourly or Fixed-Fee
A2-9	Cutomized Workflow Configuration	Extended approvals, routing, notifications, and reporting.	Quoted separately Hourly or Fixed-Fee
A2-10	Custom Integrations & Extensions	Integration with external systems, data feeds, or enterprise platforms.	Quoted separately Hourly or Fixed-Fee
A2-11	DNS & Registrar Management	Management of DNS records required for SSL certificate provisioning, validation, renewals, and secure website operation. Includes domain registrar administration when managed by Muniweb.	**$150 annually** (applies only when Muniweb manages the domain registrar)

Hosting Resources – Storage and Bandwidth

The muniCMS® 2.0 hosting environment includes storage and bandwidth designed to support standard municipal website operations.

- **Included Storage:** Up to **20 GB** of total website storage
- **Bandwidth:** Hosting capacity designed to support **approximately 500 GB of monthly data transfer** under normal municipal usage patterns

If storage usage exceeds the included allocation:

- Additional storage may be added in **10 GB increments** at **$25 per month per increment**, which will be incorporated into the Client's monthly hosting fees.

Bandwidth usage that significantly and consistently exceeds normal municipal usage patterns will be reviewed with the Client and may require hosting adjustments or additional fees.

Exceptionally high-usage scenarios—such as large-scale media hosting, archival scanning projects, or specialized data repositories—are reviewed separately and scoped as needed.

Billing and Invoicing Summary

- Muniweb serves as the **single contracting and billing entity** for all managed third-party services and optional enhancements.
- **Recurring monthly fees** associated with enabled enhancements are **added to the Client's monthly hosting invoice**.
- **One-time, usage-based, or project-specific costs** are invoiced separately in accordance with agreed terms.

Muniweb service rates for configuration, customization, operational assistance, and technical support are provided in **Attachment 3**.

Muniweb has **not revised its service rates since 2017 —almost a decade!**

Service Type	NEW RATES - 2026		
	Std 4 bus-hr response	**Urgent – 2 hr Response**	**Panic – 1 hr Response**
Basic Content Updates	$80 / hr	$110 / hr	$165 / hr
Design & Layout Tweaks CMS Assistance Training Client QA Consultation	$95 / hr	NA	NA
Custom Features Development Programming	$125 / hr	NA	NA
Billing Increment	0.2 hr	0.2 hr	0.2 hr
Hours of Support	8AM–5PM ET M-F 4 business hrs. response	6AM–9PM ET M-F 2 hrs. response	24/7 1 hr response

MUNIWEB Services and Operational Updates

Category	MuniCMS 1.0	MuniCMS 2.0	Benefit of MuniCMS 2.0
Content Strategy Services		✓	Expanded editorial support and content planning.
Custom Module Development Charged hourly programming fee	✓	✓	Open API-ready for fast deployment.
Training	GoToMeeting, 3-4 users	2 Hr Teams Mtg For 4 people Recorded sessions, Online tutorials and manuals	Reusable resources and structured materials
Support	Standard Support 8AM–6PM ET 4 business hr response Urgent Support M-F; 24/7 Billed in 0.1 hr increments	Standard Support 8AM–5PM ET M-F 4 bus hrs response Urgent Support 6AM–9M ET M-F 2 hrs response Panic Support 24/7 1 hr response Billed in 0.2 hr increments	Updates performed by Muniweb are WCAG 2.1 AA compliant.

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WEBSITE HOSTING & COMPREHENSIVE DESIGN PROPOSAL FOR

Plainwell, Michigan

Revize is a Minority Business Enterprise (MBE)

Prepared by Shawn Stewart
shawn@revize.com
150 Kirts Blvd. Troy, MI 48084
Ph: 248-928-8064 Fax: 866-346-8880
www.revize.com December 15th, 2025
Pricing good for 30 Days

SMALL BUSINESS CERTIFIED
by the Small Business
Association of Michigan

MBE CERTIFIED
MINORITY BUSINESS ENTERPRISE

To Justin Lakamper and the Members of the Plainwell City Council

Thank you for considering Revize as your Michigan based web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. Located in Troy, Michigan, we have launched hundreds of government websites nationwide, and our myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that this project is more than a website; It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.

Clients select Revize because we can help them.

- Enhance their web presence and build an online communications center
- Effectively engage residents.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your municipal government.

Please contact me if you have any questions at all.

Sincerely,

Shawn C. Stewart
Account Manager

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Executive Summary

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website.

In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

About Us

Having launched over 3,300 government clients nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 24-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.

Our Award-Winning Government CMS

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

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Quick Deployment, Personalized Training and Support

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive, knowledgeable and helpful. Our online support portal is available 24/7/365 for issue tracking and management. We also provide phone and email support during regular business hours.

Top Ten Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
- On-time delivery
- Competitive pricing
- Responsible stewardship of the organization's stakeholders
- Full functionality to update and manage your website
- All the tools/apps needed to increase communications with citizens
- An easy CMS to train employees quickly
- Extended phone and email support
- Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
- Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

Here you will find the communication tools you need such as

Public Service Request Modules
Calendar of Events with online form submissions
Text and E-mail Notification Modules for projects/outreach
Curated Search Functionality
Facilities Reservations
Online Interactive Forms and Workflow
Multi-Use Listing Directories

And Many More!

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Website Project Experience Examples

The City of Marysville, Michigan

www.cityofmarysvillemi.com

Details:

A recent Revize client, Marysville is up and live with their newly re-designed site! This municipality has many departments with varying levels of needs on the website. The success of any government website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting their history, we also designed the site to towards innovation. Users will notice that they can easily find the most important online services without having to search through line after line of text. This website is the perfect mix of functionality and design!

Details:

The City of Denver City, Texas desired a new website for the city and the EDC that was functional and robust, with a clean and attractive appearance. The city chose a website design with a suite of resident focused apps, and a layout that offers all the "must-haves" to meet government website standards. The site features a nicely organized Agenda & Minute Center, easy to use Digital Forms, detailed contact information, useful curated search function, along with many other useful features and tools. Now the city has a visually stunning website that is easy to use, with the most relevant information only one click away. Along with the Revize CMS that allows employees to easily edit and update the website, this site truly rounds out everything a municipal website should have in 2024.

Denver City and EDC, Texas

www.denvercitytexas.org

www.denvercityedc.org

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The City of Frankenmuth, Michigan

www.frankenmuthcity.com

Details:

Frankenmuth is one of the fastest growing areas in the state. Because of this fact, the website needed to refocus its attention. In addition to resident services, this website has a focus on economic development. As you scroll down the website, this business-friendly atmosphere is intertwined with resident engagement features. Each department has their own icon that is used to identify them uniquely. The interior pages have distinctive features that make them stand out as if they were stand-alone websites. With its service for residents and its appeal to the business community, this is the next generation of government websites.

Details:

The City of Troy wanted a website to increase ease of communication to residents and visitors alike: The city has been experiencing an economic resurgence particularly in the technology sector. In fact, Revize headquarters are in the City of Troy! This project included custom designs for The City, Library, and Recreation Department. Integration with the City's existing 3rd party software was a major linchpin of this project. Revize also included a live-searchable "How Do I" section that narrows down results as the user is typing, allowing any user to easily find what they are looking for regardless of which department it exists under.

The City of Troy, Michigan

www.troymi.gov

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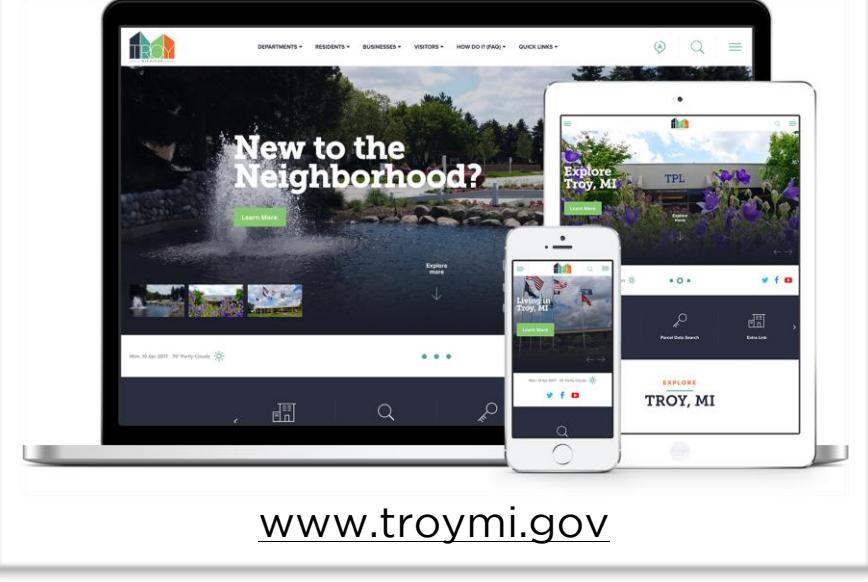
The City of San Carlos, California
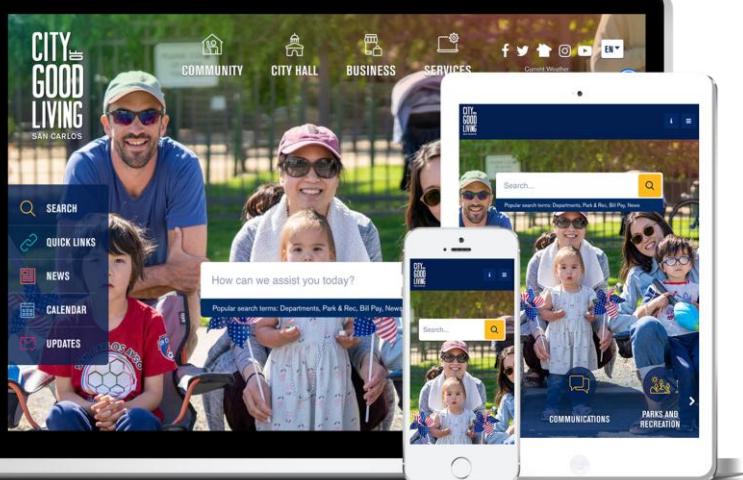
www.cityofsancarlos.org

Details:

The City San Carlos, California chose Revize because they wanted a website that stood out from all of the others in California! For this site, we built unique designs for the city, with every page having a unique look and feel while maintaining their new brand. This site also includes our proprietary "curated search" feature. This feature puts you in control of the search results on the site. You get to decide which results display based on the search criteria your users input into the search. This allows them to find the results they are looking for instantly!

Details:

The Georgia ADRC is a state health organization that helps the aging and disabled population get the services they need. The website sets and supports the programs needed with a list of doctors and clinics that residents can reach out to or visit. This informational website brings together an inspirational design that engages their constituents and allows them to get to any application they need right from the home page. Not only does it serve as an informational programs website but attracts residents in need via a large web prescience to bring them to the website and to learn more.

Georgia's Aging and Disability Resource Connection

www.georgiaadrc.com

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Website Account References

Client: City of Wylie, TX
Craig Kelly, Public Information Officer
Office: (972) 516-6016
Email: craig.kelly@wylietexas.gov
Website: www.ci.wylie.tx.us

Client: Beach City, TX
Evonne Donnelly, City Secretary
Phone: 281-383-3180
Email: city@beachcitytx.us
Website: https://beachcitytx.us

Client: City of Largo, FL
Lauren Fatkin, Web & Marketing Specialist
Office: (727) 587-6740 x5015
Email: lfatkin@largo.com
Website: www.largo.com

Client: City of Rockford, MI
Kris Murphy, Deputy Clerk
Phone: 616-866-1537
Email: kmurphy@rockford.mi.us
Website: https://www.rockford.mi.us/

Client: City of Howell, MI
Mike Pitera, IT Director
Office: 517-540-6714
Email: mpitera@ci.howell.mi.us
Website: www.cityofhowell.org

Client: City of Olympia, WA
Joshua Linn, Website Administrator
Office: (360) 570-3782
Email: JLinn@ci.olympia.wa.us
Website: www.olympiawa.gov

Client: City of San Carlos, CA
Quinne Woolley, Management Analyst
Office: (650) 802-4212
Email: qwoolley@cityofsancarlos.org
Website: www.cityofsancarlos.org
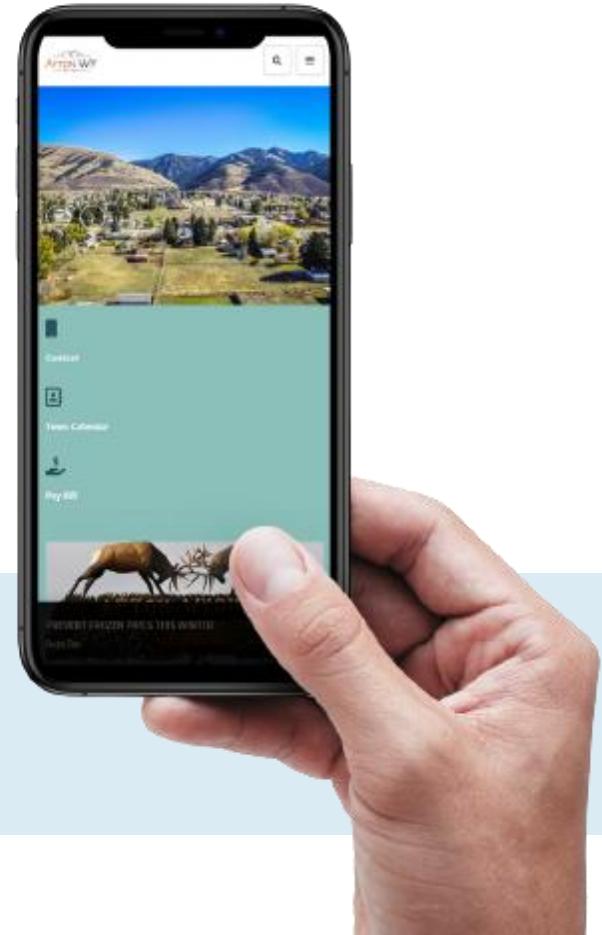
Responsive. Beautiful. Accessible.

Awards & Accolades

We were thrilled with the outcome of our website redesign project. The Revize team was professional and responsive throughout the process.

- Tori Mathes, Communications Manager, City of Berkley, MI
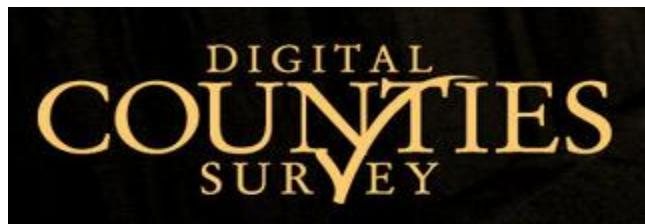
Key Objectives & Deliverables:

The following list details this project's goals:

1. Visually appealing

Revize clients have told us that Revize has one of the best creative design teams in the industry. We create a branded style for each design with eye-catching, functional websites that help your visitors increase communication and promote awareness. We believe this creates new interest with new residents and their families to visit the library frequently. The award-winning Revize designs have been sought by municipalities across the country to increase tourism and economic development!

2. Easy to find content

Revize regularly conducts government web visitor usability studies, and as a result, we already know how web visitors want to navigate the website and get to the programs, services and information they desire in an easy-to-use manner. Revize has developed a navigation system to get to any web page in one click from the Home Page, and provides specific applications that allow for SEO optimized, functional directories and navigation that are as attractive as they are useful. The streamlined navigation includes elements such as drop-down menu navigations and mega-menus, content categorization and the ability to create additions to website pages without any hassle!

3. Increase partner engagement and follow-up

Our list of website features allows a plethora of features specifically tailored to increase interactivity with your local businesses, visitors, and special event committees. These applications include web forms for responses, listing directories, e-mail and text notifications, home page alerts, etc. We also design the website with "Calls-to-Action" in mind to inspire web visitors to take advantage of programs and information offered.

4. Increase search engine visibility

Every Revize website is programed to allow 100% of each page's content to be indexed by all the popular Search Engines. We also allow non-technical editors access to each web page's metadata so you can increase your web presence and contour the search so if someone enters a question in Bing or Google Search, it will try to pull them to the web page of your new website directly. This also includes allowing web crawling of the website, and you can even elect to implement a curated search function and categorization!

5. Seamless integration with social media and Third-Party Applications

Revize: Revize will add Social Media icons and Social Media integration to your website's News Center. We will also create a Social Media Wall or a clean looking Social Media Center to show off your latest social media posts. We also provide framing and/or integration of currently used third-party tools into the site navigation.

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6. Mobile- and user-friendly

Your new website will be functional on any electronic devices, including phones, tablets and PCs. Revize has made Responsive Website Design a standard for over 8 years. Because of this, we add additional responsive programming to take advantage of new mobile phone technologies and high-definition video cards to make your web visitors' website experience more enjoyable and smoother.

7. Easy to update content

The Revize CMS non-technical website editing solution has a 23-year maturity and was written for non-technical editors to edit the website in an easy to use "common-sense" manner through a methodology called In-Page Editing or Live-Page Editing. This allows for easy management of all functions of the website, including updating menus, removing content, etc.

Clients have indicated that if you know how to read and know about 5% of Microsoft Word, you should be able to edit a Revize Government Website (without training).

8. ADA Compliant Website

Your new website will adhere to the new WCAG 2.2 AA requirements and Section 508. We will also train your content editors how to keep ADA compliance when writing content. With your approval, Revize will also install an ADA Accessibly Widget, free of charge. This widget brings the ADA software for reading and resizing text, change color contrasts, etc. on demand for the visually impaired and/or disabled web visitor.

Example – Double Click on the Man Icon in the lower right corner to see it in action:

https://www.largo.com/facilities_directory/index.php

9. Cyber-Security

Revize has not had any website security intrusions for over 9 years. Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity. Revize can also host both your Internet and Intranet websites; your Intranet is secure and only accessible by authorized users through a login system.

The Revize Solution

Project Planning and Setup

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

We use a proven effective process methodology: Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

24/7/365 Project Portal Access: From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

The following steps are followed while designing new sites

- **Establish Needs and Creative Direction:** Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the website.

- **Main Menu Navigation & Home Page Wireframes:** Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe*) for the home page.

- **Page Layout and module placement:** We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. The news and announcements module and events calendar would be integrated into the website, along with the social media center.

We don't use a "one size fits all" approach because it doesn't make sense.

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"Visiting the Genesee County website to find the information I needed was easy, user-friendly and a breeze."

- Patrick Gleen, Resident, Genesee County MI

"When I wanted to open my new shop everything I needed was at my fingertips on the city of St. Petersburg website."

- Emily Hunter, Business Owner, St. Petersburg, FL

Standard Training Agendas

Basic Administrator Training (How to)

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

Content Editor Training (How to)

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

Advanced Administrator Training (How to)

- Run back-end reports
- Run Google Analytics reports

Specific Modules

- Emergency Notification Center
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Frequently Asked Questions
- Visitor Request Center
- Library Bid Posting Center
- Job Posting Application
- RSS
  And more....

Revize Maintenance Covers

- Quarterly CMS upgrades
- Software and module upgrades (Automatically Installed)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Cloud backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage

Did you know?

Revize has launched hundreds of municipal and county websites large and small!

Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

Marketing & Ongoing Consultation

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

Search Engine Registration and Marketing

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

Did you know?
Revize will provide a 100% from scratch design with a satisfaction guarantee!

Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL certificate, we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatible with the Revize CMS. It can be set up in a variety of configurations. As part of the process, we will work with you to determine which configuration will best meet your needs.

Application Security Authentication

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update
  - Global & Department Workflow Management: Create workflow management and approval processes where authorized department personnel become approvers

Did you know?

Revize will host your website and CMS in at least two completely separate geographic locations!

Hosting Service and Technology Architecture

Revize has partnered with Amazon Web Services (AWS) and Google Cloud Service Platform (GCP) for its LIVE WEB server hosting infrastructure needs. Both AWS and GCP are industry leaders in high availability cloud server architecture, both server farm infrastructure is highly secured, scalable and redundant for 24/7/365 availability. Snapshot/Mirror Image backups of all of our cloud servers guarantees 100% data protection and recovery in case of any disaster. Also, Revize has dedicated CMS servers in two state-of-the-art physical data centers located in Chicago and Detroit. Onsite/Offsite data backups of all of our dedicated servers are scheduled nightly with R1Soft backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web sites and web applications on redundant (3 TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance and reliability. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy/security. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to a timeframe of several hours or days our competitors offer).
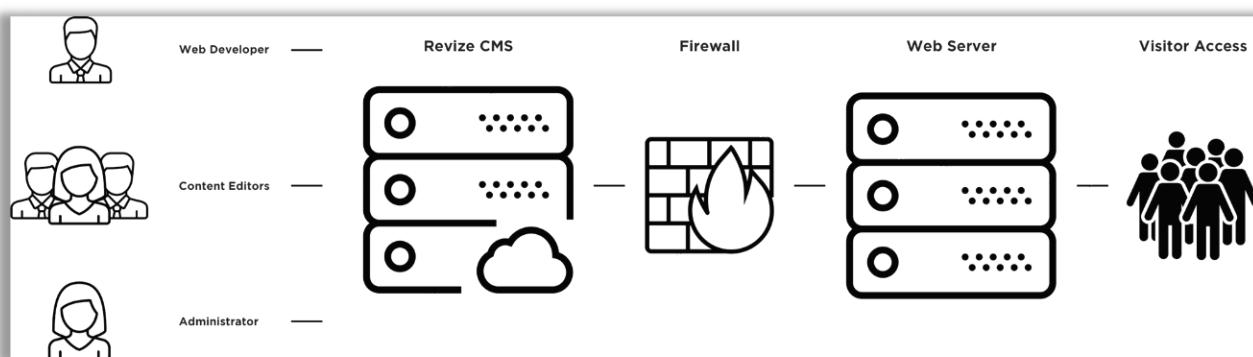
Revize Intelligent Publishing WCM

We provide complete maintenance of your website, which includes, but not limited to: OS patches, intrusion prevention, antivirus, and software upgrades!

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Revize Support Includes

- 8 AM – 8 PM EST Phone Support (Monday thru Friday)
- 24/7/365 Portal and Email Support
- Staff provides assistance and answers all questions
- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year Software and modules upgrades (automatic install)

- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and web site trends

Software Maintenance

As a Revize Client, you will receive full access to all enhancements to the core components and modules within the Revize CMS at no additional charge!

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

Maximum Response Times

1 hour for crisis issues

4-6 hours for critical issues

24 hours for normal issues

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Revize "Ready-to-Use" Design Quote

Revize "Ready to Use" Website Design – includes Color Scheme and Banner customization. Revize CMS integration, and Content Editor training, onetime fee:	$1,800
Site map development/content reorganization and migration from old website into new website including spell checking and style corrections. **To help remove stale content, Revize will not be moving over old announcements, events or calendar items. Additional content migration, if requested, is available for $3 per webpage and document.** Approximately 2,000 webpages and documents, based on requested client migration needs and available data	$6,000
"Ready-to-Use" Website Design Subtotal	**$7,800**

Revize Annual Maintenance Fee (1st Year Pre-Paid During Design)

Revize CMS Annual Software Subscription (1 User), Unlimited Tech Support, Software Updates, SSL Security Certificate, and Website Hosting up to 5 GB storage, 30GB monthly bandwidth limit:	**$1,400/yr**
Grand Total 4-Year Agreement Average "Ready-to-Use" Website Completion Time: 5-10 weeks	**$9,200**

"Ready-to-Use" Website Features Included

In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for government. The applications and features are grouped into five categories:

VISITOR'S COMMUNCIATION CENTER APPS

- Home Page Alert
- Document Center with search bar
- News Center
- Photo Gallery/YouTube Video Upload
- Quick Link Buttons
- New Revize Web Calendars with monthly grid and listing view
- Language Translator – over 95 languages

VISITOR'S ENGAGEMENT CENTER APPS:

- Social Media Sharing App
- Online Bill Pay via Third Party Payment Provider (if required)
- Citizen's Request Center

MOBILE DEVICE AND ACCESSIBILITY FEATURES

- ADA Compliant WCAG 2.2 AA
- ADA Accessibility Widget
- Responsive Website Design (RWD) – for great Mobile Device viewing i.e SMART phones, PC Tablets, iPads, iPhones, Windows and Android devices

STAFF PRODUCTIVITY APPS

- Image Manager
- Link Checker
- Menu Manager
- CMS Web Form Builder with drag & drop text fields
- Vendor Registration/RFP Management System via Vendor Registry
- Website Content Archiving
- Agenda Listing Module

SITE ADMIN & SECURITY APPS

- Audit Trail
- History Log
- Drag and Drop Management
- Roles and Permission-based Security Mode
- Secure Site Gateway
- SSL Security Certificate
- Unique Login/Password for each Content Editor
- Web Statistics and Analysis with Google Analytics

ADA Compliance Disclaimer:

Revize designs and develops all websites to be ADA Compliant according to the WC3 Consortium's Web Content Accessibility Guidelines according to the 2.2 AA Level

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Optional Interest-Free Payment Plans

Option 1: Revize Year One Pay-In-Phases Payment Plan

During year one the client reserves the option to pay for the website upon completion of certain project phases. The first payment would be collected upon project start, second payment upon completion of Phase 2: Design Concept, and the final payment after completion of Phase 7: Client Training.

Payment Amount	Due Date	Payment Includes
$ 9,200	Start of Project	Project Cost + Year 1 Annual Hosting and Maintenance
$ 1,400	Year 2	Year 2 Annual Hosting & Maintenance
$ 1,400	Year 3	Year 3 Annual Hosting & Maintenance
$ 1,400	Year 4	Year 4 Annual Hosting & Maintenance
$ 1,400		Year 5 and Beyond Annual Hosting & Maintenance (until re-design or termination of contract as dictated by CLIENT)

Option 2: Revize Four-Year Interest-Free Payment Plan

Instead of paying for the total project cost in year one, Revize would spread out the total first year cost over four years of service.

Payment Amount	Due Date	Payment Includes
$ 3,350	Year 1	25% of Project Cost + Year 1 Annual Hosting & Maintenance
$ 3,350	Year 2	25% of Project Cost + Year 2 Annual Hosting & Maintenance
$ 3,350	Year 3	25% of Project Cost + Year 3 Annual Hosting & Maintenance
$ 3,350	Year 4	25% of Project Cost + Year 4 Annual Hosting & Maintenance
$ 1,400		Year 5 and Beyond Annual Hosting & Maintenance (until re-design or termination of contract as dictated by CLIENT)

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Optional Applications Discussed

Staff/Listing Directory for "Ready-to-Use" design One Time Set-up Fee: Example: https://www.richfieldmn.gov/city_government/city_staff_contacts.php	$750
Alert Center with E-mail Notifications (5.000 emails/month base) Annual Hosting and Maintenance Fee Example: https://www.covingtonwa.gov/enotify/ **Add Text Notifications (1,000 texts/month base)**	$700/yr Additional 1,000 emails/month is $100/yr + $290/yr Additional 500 texts/month is $100/yr
Job Posting with keyword search for "Ready-to-Use" design One Time Set-up Fee: Example: https://www.muskogeeonline.org/departments/human_resources/opportunities.php	$750
FAQ Application with keyword search for "Ready-to-Use" design One Time Set-up Fee: Example: https://www.troymi.gov/how_do_i_(faqs)/index.php	$750
Online Interactive Forms Application One-Time Set-up Fee: Annual Hosting and Maintenance Fee Example: https://www.arcadiaca.gov/resource_center/index.php **Add Facility Reservation System to Forms Application** One-Time Set-up Fee: Annual Hosting and Maintenance Fee Example: https://sedrowoolley.rja.revize.com/app/bookable-groups/shelters	$1,950 $900/yr $950 $600/yr
New E-News Center Application with opt-in list One Time Set-Up Fee: Annual Hosting and Maintenance Fee: Example: https://www.cityofsancarlos.org/e-notify/index.php	$1,900 First 2000 newsletters/month Free! Additional newsletters available for $50/month per 10,000
Multi-Use Listing Directory (for business/municipal listings with Google Mapping and indexing) One Time Set-up Fee: Example: https://www.largo.com/facilities_directory/index.php	$1,500
New Revize AI ChatBot Options **Tier I: AI ChatBot** Annual Hosting and Maintenance Fee • Up to 5,000 monthly queries • Up to 4,000 trained pages/documents • No backend dashboard access • Revize retrain of content up to 10 times max per year • Default look/feel **Tier II: AI ChatBot with Auto Retrain & Backend Access** Annual Hosting and Maintenance Fee • Up to 10,000 monthly queries • Up to 4,000 trained pages/documents • Backend dashboard access with ability for Client to manually retrain pages	 $2,900/yr $3,400/yr

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• Monthly automatic retrains • Includes built in analytics • Color, text and position customized by Revize (1 revision) Tier III: AI ChatBot with Auto Retrain & Backend Access with External Site Page Training **Annual Hosting and Maintenance Fee** • Up to 20,000 monthly queries • Unlimited trained pages/documents • Backend dashboard access with ability for Client to manually retrain pages • Weekly automatic retrains • Includes built in analytics • Ability to train external websites • Color, text and position customized by Revize (1 revision)	$4,900/yr
Community Blog **One Time Set-up Fee:** **Example:** https://www.dtdl.org/blog.php	$1,500

Thank you

For Considering Revize

Prepared by Shawn C. Stewart
150 Kirts Blvd., Suite B, Troy, MI 48084
Ph: 248-928-8064 Fax: 866-346-8880
www.revize.com

revize.
The Government Website Experts

"The Island City"

$18,959.68 TO:	City Council / Justin Lakamper, City Manager
FROM:	Luke Keyzer, Supt, Water Renewal
DATE:	February 6, 2026
SUBJECT:	Approval for Purchase of new DO controllers

SUGGESTED MOTION: I motion to approve the purchase of new Hach DO controllers and sensors from USA Bluebook for $18,959.68.

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BACKGROUND INFORMATION: The Dissolved Oxygen probes are in the MBBR tanks that are the secondary treatment process. These probes measure the dissolved oxygen (DO) in the water to help us maintain a certain level for the best treatment. These are tied to the controllers so the blowers can go up or down to control the DO. The original controllers and probes have been in place since 2013.

ANALYSIS: USA Bluebook has provided us a quote along with System Specialties. We would like to keep using the Hach brand probes because they have a longer warranty and also have guards to protect the sensors from the plastic media in the water.

BUDGET IMPACT: This will come out of the 590-900-971 fund. This is the Capital Outlay Capital Purchase fund. This was in the budget for this year.

Web Page Address: www.plainwell.org
The City of Plainwell is an Equal Opportunity provider and employer.

Updated 31 August 2023

USABlueBook®
Get the Best Treatment™

www.usabluebook.com
FAX: (847) 689-3030
TOLL FREE : (800) 548-1234
F.E.I.N : 75-2007383

QUOTE

DATE	12/3/2025
QUOTE	QUOT1190047-1
ACCOUNT NUMBER	935861
QUOTED TO	Luke Keyzer
QUOTED BY	
PAGE NUMBER	1 of 1

USE THIS QUOTE# **QUOT1190047-1** ON PO's!

SHIP TO
PLAINWELL CITY OF
126 Fairlane St
Plainwell, MI 49080-1272
USA

BILL TO
PLAINWELL CITY OF
126 Fairlane St
Plainwell, MI 49080
USA

CUSTOMER PO #	EXPIRES	SALES PERSON	TERMS	SHIP FROM	SHIP VIA
	1/2/2026	Theresa	Net 30 days	IL	FEDEXGRND

ITEM #	DESCRIPTION	QTY	U/M	PRICE	EXTENSION
CONTROL20	CONTROL20	2	ea	$0.00	$0.00
35964	LDO 2 Dissolved Oxygen Sensor, 0-20ppm,1NPT,10mCable(9020000)	1	ea	$3,336.00	$3,336.00
99869	SC4500 Controller 2 Digital In 5x mA Out,VAC(LXV525.99A11551)	1	ea	$2,768.00	$2,768.00
35964	LDO 2 Dissolved Oxygen Sensor, 0-20ppm,1NPT,10mCable(9020000)	1	ea	$3,336.00	$3,336.00
99869	SC4500 Controller 2 Digital In 5x mA Out,VAC(LXV525.99A11551)	1	ea	$2,768.00	$2,768.00
35964	LDO 2 Dissolved Oxygen Sensor, 0-20ppm,1NPT,10mCable(9020000)	2	ea	$3,336.00	$6,672.00

MERCHANDISE	MISCELLANEOUS	FREIGHT	TAX	TOTAL
$18,880.00	$ 0.00	$ 79.68	$0.00	$18,959.68

_____ _____
Authorized Signature   PO (If Required)

Please note that your order may be subject to applicable taxes based on current rates at the time your order is completed.

TO ORDER:For your convenience, you may simply sign and return via email to customerservice@usabluebook.com. We will process your order promptly and email a confirmation so you know we have it. If you prefer to call your order in or have additional questions or concerns, you may contact our Customer Service Department at (800) 548-1234. Please note any changes to the quantities or shipping address.

Thanks for choosing USABlueBook.

SYSTEMS SPECIALTIES

390 Enterprise Ct. Suite 200 Bloomfield Hills, MI 48302 www.sysspec.com Phone 800-686-9341 or 248-332-0099 Fax 248-849-0222

Date: November 13, 2025   Quote #: 1113252JK

Plainwell WWTP
129 Fairlane Street | Plainwell, MI 48917
Attn: Luke Keyzer
O: 269.685.5153
C: 269.207.7321
LKeyzer@Plainwell.org

Reference: YSI

Systems Specialties is pleased to offer this firm quotation for the following products.

LINE	PRODUCT DETAIL	QTY	UNIT PRICE	LINE TOTAL
01	**Item No. 201650y** Model No. FDO 700IQ Optical DO probe for IQ system, 0-20.00 Mg/l	4	$2,197.00	$8,788.00
02	**Item No. 480042y** Model No. saciq-7.0 Sensor connection cable, IQ,7 m,22.9 ft	4	$182.00	$728.00
03	**Item No. 472114Y** Model No. DIQ/S 282-EF System 282,IQ SensorNet Controller, operate up to 2 sensors,3 relays,100-240 VSC Ethernet Fieldbus (EtherNet/IP, Profinet, Modbus TCP internet connection 100-240C 2 IQ SensorNet Connections	2	$2,820.00	$5,640.00
04	**Item No. 109295y** Model no. ssh/IQ IQ Sunshield, Plastic	2	$192.00	$384.00
05	**Item No. 109286y** Model No. MR/SD 170 Rail Mounting Kit for SSH sun shield	2	$139.00	$278.00
06	**Item No. 205253Y** Model No. MSK FDO Protective Guard for FDO probes	4	$212.00	$848.00
07	**Item No. 902890Y** Model no. ADA/E 282 RJ45 Cover, Protecting against moisture	2	$35.00	$70.00
			Total	**$16,736.00**

LEAD TIME	PAYMENT TERMS	PRICING	SHIPPING
IN STOCK, SUBJECT TO AVAILABILITY	NET 30 DAYS	VALID FOR 30 DAYS	PROVIDE CARRIER ACCOUNT OR ADD TO INVOICE

*Due to unprecedented operational and production challenges, quoted lead times and ship dates are only estimates.
Should we be favored with an order, please address your purchase order to the following:
YSI c/o System Specialties

1725 Brannum Lane

Yellow Springs, OH 45387

We appreciate the opportunity to review our quotation with you in detail, and should you have additional

questions, please do not hesitate to call.

 Sincerely,

Jake Kasperski*Sales Engineer*
Systems Specialties Company *Jkasperski@sysspec.com* **248.520.4510 mobile**

City of Plainwell
Investment Portfolio Detail - Unaudited

at: _____ 01/31/2025 _____

"The Island City"

Denise Wilcox, 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: **Denise Wilcox** Digitally signed by Denise Wilcox Date: 2026.02.06 12:35:05 -05'00'

	Investment Type	CUSIP	Principal Balance	Monthly Interest Earned	Institution or Bank	Contact Name and Number	Purchase Date	Maturity Date	Yield	Remaining Days to Maturity
1	Pooled Investment*	N/A	$2,210,134	$7,222.98	Michigan Class	Jeff Anderson - 616.244.9376	03/28/2016		3.82%	
3	365-Day CD	N/A	$256,976	$938.60	Grand River Bank	Christy Vierzen - 616.259.1322	06/10/2025	06/09/2026	4.27%	494
5	7 Month CD Renewal	N/A	$96,523	$0.00	First Nat'l Bank of America	Angie Hicks - 616.538.6041	11/16/2025	06/16/2026	3.99%	501
6										
7										
8										
9										
10										

Total Investments: $2,724,411.09 $8,953.33 = Monthly investment interest

Average Yield: 3.96%

Cash Activity for the Month

Cash, beginning of month: $3,944,339.90

$8,958.06 = Monthly bank account interest

Cash, end of month: $4,503,972.30

Cash and Investments, end of month: $7,228,383.39 $17,911.39 = 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: 2026.02.06 16:07:31 -05'00'

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

CITY OF PLAINWELL
ESTIMATED CASH BALANCE/FUND BALANCE REPORT
MONTH ENDED: **1/31/2026**
% OF FISCAL YEAR: **58.90%**

* - Amounts taken from audited financial statements as of June 30, 2025

** - 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 PERFORMACE - UNAUDITED ***		ESTIMATED FUND BALANCE (COLUMN B + COLUMN E - COLUMN F)	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	1,182,116	1,225,514	2,122,406	1,637,179	1,667,342	1,699,530	3,092,881	52.93%
Major Streets	465,931	489,931	169,775	222,332	413,374	436,764	407,121	54.61%
Local Streets	239,445	236,966	60,629	116,100	183,974	197,098	186,056	62.40%
Solid Waste	84,905	82,984	233,157	135,494	182,568	180,649	227,027	59.68%
Brownfield BRA	40,631	3,037	689,633	87,746	604,924	603,657	145,904	60.14%
Tax Increment TIFA	202,979	283,259	105,263	17,185	371,337	371,337	54,533	31.51%
Downtown DDA	154,012	196,243	111,620	25,185	282,678	282,678	128,724	19.56%
Revolving Loan	57,600	66,027	3,123	400	68,750	60,383	10,000	4.00%
Capital Improvement	102,580	102,580	111,876	46,784	167,672	167,673	92,125	50.78%
Fire Reserve	77,958	77,958	110,954	27,951	160,962	160,962	77,294	36.16%
Airport	31,838	39,692	37,795	47,305	30,182	15,860	92,298	51.25%
Sewer	2,016,160	2,074,726	1,054,538	1,053,084	2,076,180	1,200,677	2,024,030	52.03%
Water	1,948,490	2,580,616	737,853	411,197	2,907,272	1,307,666	821,195	50.07%
Motor Pool / Equipment	48,792	484,531	233,306	128,686	589,151	267,827	230,495	55.83%
OPEB**	136,231	104,581	35,146	16,833	122,894	122,894	58,781	28.64%
	6,789,668	8,048,644	5,817,073	3,973,461	9,829,259	7,075,652	7,648,464	51.95%

Justin Lakamper, City Manager	**Denise Wilcox, 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: Justin Lakamper Digitally signed by Justin Lakamper Date: 2026.02.06 16:07:07 -05'00'	Insert Signature: Denise Wilcox Digitally signed by Denise Wilcox Date: 2026.02.06 12:05:09 -05'00'

Vendor Code	Vendor Name		
	Invoice	Description	Amount
000004	PLAINWELL AUTO SUPPLY INC		
	758267	DPS - WIPER BLADES/OIL CAR 4 JC/KC	64.37
	758287	DPW - HOSE CLAMP(10)/TRANS FLUID #12 AB	126.27
	758295	DPW - TRANSYND 668 SYNTHETIC #12 AB	38.79
	758296	DPW - TRANSYND 668 #12 AB	38.79
	758337	DPW - HD 5050 ANTIFREEZE #60A AS	13.29
	758339	DPW - HD 50 50 ANITFREEZE #60A AS	13.29
	758358	DPW - OIL DRY(2) AB	27.58
	758368	DPW - WEATHERSHIELD HOSE(3) HOSE END FITTING(2) #	40.25
	758404	DPW - INT PIPE SWIVEL(2)/HOSE END FTG(2)/HOSE #12	145.99
	758472	DPW - HOSE/HOSE FTG(2)/TRANSYND(9) #12 AB	397.88
	758565	DPW - FLARE SLEEVE/BRAKE CLEAN(12) #12 AB	46.97
	758660	DPW - MAG 1 PLOW FLUID(2) #12 AB	16.58
	758749	DPW - 33MM LUG NUT(20) TRUCK 12	55.80
	758822	DPW - ENG COOLING SYS CONNECTOR & PIGTAIL TRUCK	34.28
	758826	DPW - AIR SYSTEM ANTIFREEZE TRUCK 12 AB	18.98
	758886	DPW - ANTIFREEZE #60A AS	13.29
	758916	DPW - 0-RINGS #60A AB/AS	0.99
TOTAL FOR: PLAINWELL AUTO SUPPLY INC			1,093.39
000009	CONSUMERS ENERGY		
	2026.01	CITY WIDE ELECTRIC JANUARY 2026	7,779.10
	2026.01 2	CITY WIDE ELECTRIC JANUARY 2026	4,001.62
	203056180508	WR PLANT ELECTRIC JANUARY 2026	7,400.15
TOTAL FOR: CONSUMERS ENERGY			19,180.87
000010	RIDDERMAN & SONS OIL CO INC		
	198875	DPW - 460GL 30-#2 DYED DIESEL CP	1,107.73
TOTAL FOR: RIDDERMAN & SONS OIL CO INC			1,107.73
000011	SHOPPERS GUIDE INC		
	01509332	DDA - CHOCOLATE STROLL AD PS	105.00
TOTAL FOR: SHOPPERS GUIDE INC			105.00
000014	MICHIGAN GAS UTILIITIES CORP		
	5778466276	WR 12TH ST LIFT GAS SERVICE DECEMBER 2025	47.06
	5779143875	DPW WATER CHEM ROOM GAS SERVICE DECEMBER 2025	173.40
	5779795524	DPW BACK BARN GAS SERVICE DECEMBER 2025	497.54
TOTAL FOR: MICHIGAN GAS UTILIITIES CORP			718.00

000034	VERIZON		
	6133143556	DPW/WR ALARM SERVICE 12/11/2025 - 1/10/2026	43.92
	6134301258	CITY WIDE CELL/HOT SPOT SERVICE 12/24/25 - 1/23/26	128.66
TOTAL FOR: VERIZON			172.58

000087	BILL G BOMAR		
	2026.02	RETIREE HEALTH PREMIUM REIMBURSEMENT FEBRUARY	405.80
TOTAL FOR: BILL G BOMAR			405.80

000131	KEVIN CHRISTENSEN		
	2026.02	RETIREE HEALTH PREMIUM REIMBURSEMENT FEBRUARY	245.90
TOTAL FOR: KEVIN CHRISTENSEN			245.90

000153	FLEIS & VANDENBRINK INC		
	76541	PROFESSIONAL SERVICES DECEMBER 2025 S MAIN ST LAF	2,894.15
TOTAL FOR: FLEIS & VANDENBRINK INC			2,894.15

000157	DAVID RANTZ		
	2026.02	RETIREE HEALTH PREMIUM REIMBURSEMENT FEBRUARY	491.80
TOTAL FOR: DAVID RANTZ			491.80

000164	ETNA SUPPLY CO INC		
	S106692126.001	DPW - METERS STOCK(1) PARK/N MAIN/WEDGEWOOD(3	817.35
TOTAL FOR: ETNA SUPPLY CO INC			817.35

000356	LOCK MASTER SECURITY LLC		
	13373	DPW - REPAIR ELECTRIC STRIKE AT WATER TOWER RN	115.00
TOTAL FOR: LOCK MASTER SECURITY LLC			115.00

000392	MICHIGAN MUNICIPAL TREASURERS ASSOC		
	2026.01.21	ADMIN - 2026 TREASURER TO TREASURER REG DW	99.00
	2026.01.28	ADMIN - 2026 BASIC INSTITUTE FULL CONF DW	599.00
TOTAL FOR: MICHIGAN MUNICIPAL TREASURERS ASSOC			698.00

000461	BOB'S HARDWARE		
	95714	DPW - BLK RUBBER LEG TIP(36) FOR FLAGS AB	35.64
TOTAL FOR: BOB'S HARDWARE			35.64

000470	AARON CHAPMAN		
	2026.02	RETIREE HEALTH PREMIUM REIMBURSEMENT FEBRUARY	432.52
TOTAL FOR: AARON CHAPMAN			432.52

000624	AIS CONSTRUCTION-JOHNDEERE POWERPLN		
	2025.12	DPW - REAPIRS FOR LOADERS 60 & 60A CO	1,575.11
TOTAL FOR: AIS CONSTRUCTION-JOHNDEERE POWERPLN			1,575.11

000760	ALLEGAN COUNTY SHERIFFS DEPT		
	2025.12	DPW - SHERIFFS CREW ASSIST DECEMBER 2025	216.00
TOTAL FOR: ALLEGAN COUNTY SHERIFFS DEPT			216.00
000910	GRAINGER		
	9790550066	WR - EYE/FACE WASH HEAD ASSEMBLY LK	175.40
TOTAL FOR: GRAINGER			175.40
000962	STATE OF MICHIGAN		
	11390682	WR - 2026 SOTRM WATER PERMIT LK	260.00
TOTAL FOR: STATE OF MICHIGAN			260.00
001369	UNITED STATES POSTAL SERVICE		
	01/20/2026	Postage for replying to 3rd grader	5.23
TOTAL FOR: UNITED STATES POSTAL SERVICE			5.23
001645	ALEXANDER CHEMICAL CORPORATION		
	103992	WR - 46400LB FERRIC CHLORIDE LK	10,968.98
	104386	WR - CYLINDER RENTAL LK	64.00
TOTAL FOR: ALEXANDER CHEMICAL CORPORATION			11,032.98
001748	REPUBLIC SERVICES		
	0249-008777692	DPW - TWO CONTAINERS FEBRUARY 2026	380.00
	0249-008777971	WR - TWO CONTAINERS FEBRUARY 2026	250.00
TOTAL FOR: REPUBLIC SERVICES			630.00
001888	MICHIGAN ASSOC. OF MUNICIPAL CLERKS		
	01/01/2026	2026 Member dues	100.00
TOTAL FOR: MICHIGAN ASSOC. OF MUNICIPAL CLERKS			100.00
002002	USABLUEBOOK		
	INV00952919	WR - LAB SUPPLIES LK	434.86
TOTAL FOR: USABLUEBOOK			434.86
002116	CHARTER COMMUNICATIONS		
	005584501011426	DPS INTERNET/PHONE/TV JANUARY 2026	309.94
TOTAL FOR: CHARTER COMMUNICATIONS			309.94
002201	VOSS LIGHTING		
	10224390-00	DPW - LED BULBS FOR STREET LIGHTS(6) CP	532.20
TOTAL FOR: VOSS LIGHTING			532.20
002219	CLARK TECHNICAL SERVICES		
	62 2.26	JANUARY 2026 CITY WIDE IT SERVICES JL	1,570.00
TOTAL FOR: CLARK TECHNICAL SERVICES			1,570.00
002371	RENEWED EARTH INC		

	34879	FEBRUARY 2026 COMPOST SITE MGMT RN	1,375.00
TOTAL FOR: RENEWED EARTH INC			1,375.00
002439	AMERICAN LEGAL PUBLISHING CORPORATI		
	48859	ADMIN - JANUARY 2026 S-13 EDITING GL	433.50
	48882	ADMIN - JANUARY 2026 S-13 ONLINE CODE EDIT GL	33.15
TOTAL FOR: AMERICAN LEGAL PUBLISHING CORPORATI			466.65
002527	COPS HEALTH TRUST		
	2026.02	FEBRUARY 2026 DENTAL/VISION PREMIUMS	1,502.71
TOTAL FOR: COPS HEALTH TRUST			1,502.71
002673	STATE OF MICHIGAN MDOT		
	2026.01.04	ADMIN - S MAIN PROJECT JL	42,153.11
TOTAL FOR: STATE OF MICHIGAN MDOT			42,153.11
002703	CONTINENTAL LINEN SERVICES INC		
	4394826	DPW RUGS	85.19
	4394827	WR RUGS	32.60
	4400292	DPS RUGS	46.50
	4416694	CH RUGS	51.02
TOTAL FOR: CONTINENTAL LINEN SERVICES INC			215.31
002713	SYSTEMS SPECIALTIES CO		
	66374	WR - DEZURIK 6' PLUG VALVE LK	2,616.26
TOTAL FOR: SYSTEMS SPECIALTIES CO			2,616.26
002800	AIRNAV.COM LLC		
	01/02/2026	Airport Listing	51.00
TOTAL FOR: AIRNAV.COM LLC			51.00
004168	SBF ENTERPRISES		
	0140778	UB PRINT/MAIL FEBRUARY 2026	154.76
	2026.02	UB POSTAGE FEBRUARY 2026/ JAN BILLING	442.96
TOTAL FOR: SBF ENTERPRISES			597.72
004206	MADISON NATIONAL LIFE INSURANCE CO		
	1749291	FEBRUARY 2026 LIFE INSURANCE PREMIUMS AK	376.62
TOTAL FOR: MADISON NATIONAL LIFE INSURANCE CO			376.62
004246	AUTOMATIC EQUIPMENT SALES & SERVICE		
	86580	DPS - EMERGENCY SERVICE CALL OVERHEAD DOOR/GEAF	1,942.50
TOTAL FOR: AUTOMATIC EQUIPMENT SALES & SERVICE			1,942.50
004794	UNITED HEALTHCARE INSURANCE COMPANY		
	2026.02 WHIT	RETIREE HEALTH INSURANCE JANUARY 2026 - WHITNEY	332.75
	2026-02 TOWN	RETIREE HEALTH INSURANCE JANUARY 2026 - TOWN	332.75

TOTAL FOR: UNITED HEALTHCARE INSURANCE COMPANY			665.50

004796	SILVERSCRIPT INSURANCE COMPANY		
	2026.01TOWN	RETIREE PRESCRIPTION COVERAGE JANUARY 2026 TOWN	78.30
	2026.01WHIT	RETIREE PRESCRIPTION COVERAGE JANUARY 2026 - WHIT	78.30
	2026.02 TOWN	RETIREE PRESCRIPTION COVERAGE JANUARY 2026 TOWN	78.30
	2026.02 WHIT	RETIREE PRESCRIPTION COVERAGE JANUARY 2026 - WHIT	78.30
TOTAL FOR: SILVERSCRIPT INSURANCE COMPANY			313.20

004814	WILLIAMS & WORKS		
	102004	DECEMBER 2025 PLANNING/ZONING ASSIST JL	122.00
TOTAL FOR: WILLIAMS & WORKS			122.00

004855	PLAINWELL ACE HARDWARE		
	21572	DPW - SALT FOR DOWNTOWN RN/CP	450.00
	21647	DPW - SALT 50LB (49) DOWNTOWN CP	449.82
	21831	DPW - ROLLER/BRUSH/EPOXYSHIELD WELL 7 AB	186.96
	21851	DPW - BLACK SPRAY PAINT FOR FLAGS JF	41.91
	21853	DPW - EAR MUFFS(2)/DUCT TAPE/BLK SPRAY PAINT JF/A	53.51
	21871	DPW - BLUE MISS DIG FLAGS AB	12.99
	21909	WR - PICKUP TOOL(2) LK	14.18
	21931	DPW - FURNACE FILTERS (4_ AB	20.97
	21933	DPW - BLUE MISS DIG PAINT(6)/SCREWDRIVE SET/NUTDF	89.52
	21934	DPW - BATTERIES FOR COMMON AREA BATHROOM SINK	16.99
	21935	WR - AA BATTERYS/LIME-RUST RMVR/MARKER(3) LK	23.55
	21964	WR - GRY PAINT LK	52.99
	21966	WR - COMMAND HANGERS LK	4.59
TOTAL FOR: PLAINWELL ACE HARDWARE			1,417.98

004894	BEACON EMPLOYER SOLUTIONS		
	699	ADMIN - DOT PHYSICAL LK AK	90.00
TOTAL FOR: BEACON EMPLOYER SOLUTIONS			90.00

005012	UNITED BANK		
	2026.01.28 11:01	ACH FEES TAX DIST	7.00
	2026.01.28 12:08	ACH FEES PAYROLL	7.00
	2026.01.28 12:09	ACH FEES UNION DUES	7.00
	2026.02.04	ACH FEES TAX DIST	7.00
	2026.02.04 2:01	ACH FEES UB PRENOTE	7.00
	2026.02.04 2:01VP	ACH FEE VENDOR ACH PRENOTE	7.00
	2026-01.29 12:12	ACH FEES 1ST ACH'S	7.00
TOTAL FOR: UNITED BANK			49.00

005020	GOOD NEWS PAPER		
	2026.02	DDA - CHOCOLATE STROLL ADVERT PS	150.00
TOTAL FOR: GOOD NEWS PAPER			150.00

005023	VAIRKKO TECHNOLOGIES, LLC		
	32246	JANUARY 2026 TRAINING COURSE CONTENT	67.80
	32247	JANUARY 2026 EMPLOYEE TRAINING CONTENT	97.80
TOTAL FOR: VAIRKKO TECHNOLOGIES, LLC			165.60

005040	US INTERNET		
	5666378	SECURANCE EMAIL FILTERING 2/14 - 3/13/2026	70.00
TOTAL FOR: US INTERNET			70.00

005041	EVOQUA WATER TECHNOLOGIES		
	907410503	WR - ODOR CONTROL JANUARY 2026 LK	200.00
TOTAL FOR: EVOQUA WATER TECHNOLOGIES			200.00

005047	STAPLES, INC.		
	6053217492	DPS - MEMOBK(3)/COPY PAPER KC	49.71
TOTAL FOR: STAPLES, INC.			49.71

005048	SUMMIT FIRE PROTECTION CO		
	3589677	DPS - SEMI ANNUAL EXT INSPECTION/SERVICE KC	150.00
TOTAL FOR: SUMMIT FIRE PROTECTION CO			150.00

005049	QUADIENT FINANCE USA		
	2026.01.21	CITY HALL POSTAGE JANUARY 2026 RB	1,000.00
TOTAL FOR: QUADIENT FINANCE USA			1,000.00

005050	QUADIENT LEASING USA		
	Q2214291	POSTAGE METER LEASE 12/8/25 - 3/7/26 RB	429.36
TOTAL FOR: QUADIENT LEASING USA			429.36

005064	R & R ASSESSING INC		
	2026.02	FEBRUARY 2026 CITY ASSESSING SERVICES	1,750.00
TOTAL FOR: R & R ASSESSING INC			1,750.00

005122	GREAT LAKES ELEVATOR, LLC		
	13694	DPS - QTRLY MAINTAINENCE 2/26 - 4/26 KC	300.00
TOTAL FOR: GREAT LAKES ELEVATOR, LLC			300.00

005125	8X8 INC		
	5449783	CITY WIDE PHONES JANUARY 2026	630.37
TOTAL FOR: 8X8 INC			630.37

005171	FLYERS ENERGY LLC		
	CFS-4517494	DPS FUEL FOR POLICE/FIRE VEHICLES 1/31/2026	582.20
TOTAL FOR: FLYERS ENERGY LLC			582.20

005195	T-MOBILE USA INC		
	2025.12	CITY WIDE CELL PHONES/TABLETS 12/21/25 - 1/20/26	367.20
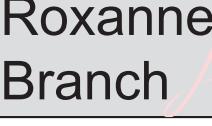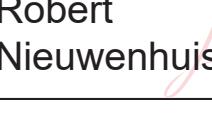
TOTAL FOR: T-MOBILE USA INC			367.20
005202	WINDEMULLER ELECTRIC, INC		
	248148	DPW - SCADA COMP SETUP AND SOFTWARE LOADING R	400.00
	248149	DPW - AUTOMATION SERVICES SCADA RN	2,000.00
TOTAL FOR: WINDEMULLER ELECTRIC, INC			2,400.00
005214	MES I ACQUISITION INC		
	01/23/2026	Semi annual service gas monitors	1,000.00
TOTAL FOR: MES I ACQUISITION INC			1,000.00
005220	DON MCGEHEE		
	2026.01.15	DPS - EVIDENCE ROOM SUPPLY REIMBURSEMENT KC	166.30
TOTAL FOR: DON MCGEHEE			166.30
005222	BAUER BUILT INC		
	616003604	DPW - TIRE MOUNT/DISMOUNT TRUCK 12	135.00
TOTAL FOR: BAUER BUILT INC			135.00
005225	BLUE CARE NETWORK OF MICHIGAN		
	260100048832	FEBRUARY 2026 HEALTH INSURANCE PREMIUMS	16,255.93
TOTAL FOR: BLUE CARE NETWORK OF MICHIGAN			16,255.93
005236	AMAZON		
	01/08/2026	Server update components	(1,094.00)
	01/08/2026	Server update components	917.90
	01/09/2026	2026 Workshop DW	249.00
	01/11/2026	Caution Tape	78.36
	01/11/2026	Microphone for council/usb adapters	75.15
	01/19/2026	Dropbox for parking lot	244.36
	01/21/2026	Plow motor truck 2	263.94
TOTAL FOR: AMAZON			734.71
005238	GREAT LAKES BREATHING AIR		
	1137	DPS - FILER/AIR SAMPLES/O-RING KC	962.68
TOTAL FOR: GREAT LAKES BREATHING AIR			962.68
999999	CONSUMERS CREDIT UNION		
	2026.02.05	ADMIN - NEW MM ACCOUNT DW	218,488.00
	31782	ADMIN - 2026 ANNUAL CONF REGISTRATION DW	399.00
TOTAL FOR: MISC			218,887.00
AAESAACH	ALLEGAN AREA EDUCATION SVC AGENCY		
	012426AAESA	DISTRIBUTE TY2025 COLLECTIONS W/E 01.24.2026	9,935.91
	013126AAESA	DISTRIBUTE 2025 TAX COLLECTIONS W/E 01/31/2026	10,359.84
TOTAL FOR: ALLEGAN AREA EDUCATION SVC AGENCY			20,295.75

ACACH	ALLEGAN COUNTY TREASURER		
	012426COUNTY	DISTRIBUTE 2025 TAX COLLECTIONS W/E 01/24/2026	3,781.81
	013126COUNTY	DISTRIBUTE 2025 TAX COLLECTIONS W/E 01/31/2026	5,033.34
	2025.12	DECEMBER 2025 MOBILE HOME TAX	125.00
TOTAL FOR: ALLEGAN COUNTY TREASURER			8,940.15

CBEFT	HUNTINGTON NATIONAL BANK		
	2026.01	ADMIN - HUNTINGTON BANK SERVICE FEES JANUARY 202	45.00
TOTAL FOR: HUNTINGTON NATIONAL BANK			45.00

CC9999	MISC VENDORS		
	01/05/2026	Webcam hosting	44.85
	01/06/2026	City Hall shredding	53.00
	01/06/2026	Monthly Subscription	62.00
	01/06/2026	Flags for city light posts	922.00
	01/07/2026	Flags for city light posts	730.15
	01/08/2026	Liquid to fill pot holes	400.48
	01/12/2026	Pothole repair	78.96
	01/12/2026	DOT Annual	25.00
	01/14/2026	Unreceipted charge (picture frame)	13.23
	01/19/2026	Monthly Subscription	30.00
	01/23/2026	Room for training JL	424.00
	01/24/2026	W2 envelopes	84.40
TOTAL FOR: MISC			2,868.07

COPEFT	CITY OF PLAINWELL		
	2026.02	FEBRUARY 2026 CITY UB FOR JANUARY USAGE RB	905.99
TOTAL FOR: CITY OF PLAINWELL			905.99

PCSACH	PLAINWELL COMMUNITY SCHOOLS		
	012426PW SCHOOL	DISTRIBUTE TY2025 COLLECTIONS W/E 01.24.2026	32,170.05
	013126PW	DISTRIBUTE 2025 TAX COLLECTIONS W/E 01/31/2026	44,265.11
TOTAL FOR: PLAINWELL COMMUNITY SCHOOLS			76,435.16

RDLACH	RANSOM DISTRICT LIBRARY		
	012426LIBRARY	DISTRIBUTE TY2025 COLLECTIONS W/E 01.24.2026	1,169.50
	013126LIBRARY	DISTRIBUTE 2025 TAX COLLECTIONS W/E 01/31/2026	1,357.83
TOTAL FOR: RANSOM DISTRICT LIBRARY			2,527.33

REFUND UB	MARCH, BRADLEY & LAURA		
	01/23/2026	UB refund for account: 06-00087604-03	20.27
TOTAL FOR: MARCH, BRADLEY & LAURA			20.27

USDARDACH	USDA RURAL DEVELOPMENT		
	308050960	DEBT SERVICE - USDA LOAN - PUBLIC SAFETY BUILDING A	43,083.00
TOTAL FOR: USDA RURAL DEVELOPMENT			43,083.00

TOTAL - ALL VENDORS	500,816.79

INVOICE AUTHORIZATION

Person Compiling Report	Denise Wilcox, Finance Director/Treasurer
I verify that to the best of my knowledge the attached invoice listing is accurate and the procedures in place to compile this invoice listing has been followed.	I verify that I have reviewed the expenditures and to the best of my knowledge the attached invoice listing is accurate and matches invoices physically authorized by Department Heads.
Insert Signature: **Roxanne Branch** — Digitally signed by Roxanne Branch Date: 2026.02.05 14:14:07 -05'00'	Insert Signature: **Denise Wilcox** — Digitally signed by Denise Wilcox Date: 2026.02.05 14:53:05 -05'00'

Luke Keyzer, Water Renewal Plant Supt.	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.	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: **Luke Keyzer** — Digitally signed by Luke Keyzer Date: 2026.02.05 14:49:08 -05'00'	Insert Signature:

Bob Nieuwenhuis, Public Works Supt.	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.	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: 2026.02.06 12:38:50 -05'00'	Insert Signature:

Reports & Communications:

A. City – Consideration of Special Event Permit Application 2026-01 – Dean's Ice Cream Car Show
Dean's Ice Cream has submitted Special Event Permit 2026-01, requesting permission to close Sherwood St. between Sterling and Oak from 4pm until 8pm every Monday night beginning April 13, 2026 through October 5, 2026 for a car show.
Recommended action: Consider approving Special Event Permit Application 2026-01.

B. City – Other Post-Employment Benefit (OPEB) Trust Contribution
The City maintains a Trust Fund for its Retiree Medical Plan, which is an "other post-employment benefit" (OPEB) offered to members of the POLC and SEIU labor groups. The City recognizes liabilities on its annual financial statements for future costs associated with the Plan, which are determined by an annual actuarial valuation. Per Governmental Account Standards, costs associated for covered employees hired after June 30, 2018 are required to be deposited into a separate Trust account to be paid out in the future when the costs are actually incurred.
Recommended action: Consider approving a transfer of $9,711.00 into the OPEB Trust to cover the actuarially determined 'normal cost' for employees covered by the City of Plainwell Retiree Medical Plan.

C. City – Microsoft Office 365 Upgrade
Plainwell's current email system is run through an exchange server housed at City Hall. This system works with a license from Microsoft for 200 email addresses that were originally issued in perpetuity. Microsoft announced that they are no longer servicing these licenses, leaving us with the option to use Linux based software to host our emails on the exchange server at City Hall, or upgrade to Microsoft 365 or Google Workspace. Both Microsoft 365 and Google Workspace are subscription-based software, meaning you pay per user and include email and all of the other programs in the office suite. Moving to this model will bring both our email functionality and office suite programs up to a modern standard. Our office programs, such as Excel and Word, are all currently purchased on a single user basis, leaving some employees with older versions that do not have all of the latest functionality. A subscription-based model provides the most recent version of every program, with upgraded functionality allowing multiple users to work on a single document at the same time and access documents using a web browser from any computer. Our IT service provider Clark Technical will perform the email upgrade, which requires all of the existing email accounts to be migrated over to the new system.
Recommended action: Consider authorizing Clark Technical Services to upgrade the City email system to Microsoft 365 for a total cost of $9,536.00.

D. City – Website Upgrade
Plainwell's current website is run by a Michigan based company called Muniweb, who specialize in municipal websites. They are phasing out their CMS 1.0 platform, and will no longer be able to host our current website. This is forcing us to upgrade to their new CMS 2.0 platform, or choose a new provider. This is unfortunate, but the website is old with large number of pages and buttons that make the user experience difficult. We would like to streamline the website and meet ADA requirements. We have reached out two other companies, both of which are located in Michigan and specialize in municipal websites. Muniweb is recommended for this project, based on price and ease of content migration to the new website.
Recommended action: Consider approving a contract with Muniweb for the purposes of upgrading and hosting the City website for a cost of $7,650.00.

E. WR – Purchase of new Dissolved Oxygen (DO) Controllers and Sensors
The Dissolved Oxygen sensors are in the MBBR tanks that are the secondary treatment process. They measure the dissolved oxygen (DO) in the water and maintain the correct DO level for the best treatment. They are tied to controllers, allowing the blowers to ramp up or down to control the DO level in the tanks. The original controllers and sensors were installed 2013 and have been in use since.
Recommended action: Consider approving the purchase of new Hach DO controllers and sensors from USA Bluebook for $18,959.68.

Reminder of Upcoming Meetings:
- February 10, 2026 – DDA/BRA/TIFA – 7:30am
- February 10, 2026 – Parks & Trees – 4:00pm
- February 18, 2026 – Planning Commission – 6:30pm
- **February 23, 2026 – 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